

# *National Automated Credit Card System*

*NACCS -- Web Version (V.1.1)*

*12/23/99*

## *Approver Manual*

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**APPROVER MANUAL  
FOR THE  
NATIONAL AUTOMATED CREDIT CARDS SYSTEM (NACCS)  
WEB VERSION (V.1.1)**

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**APPROVER MANUAL  
FOR THE  
NATIONAL AUTOMATED CREDIT CARDS SYSTEM (NACCS)  
WEB VERSION (V.1.1)**

1.0 Introduction.

1.1 Background and Purpose.

The National Automated Credit Card System (NACCS) allows credit card holders and approving officials to satisfy the accounting requirements associated with using credit cards, minimizing the involvement of accounting office personnel. NACCS is a fully automated, paperless credit card invoice processing system that provides credit card holders and approving officials the ability to electronically annotate credit card invoices with correct accounting classification codes, item descriptions, and approvals. This eliminates the need for accounting personnel to manually key data into the Departmental Accounting and Financial Information System (DAFIS) to make accounting classification code corrections (G Schedules).

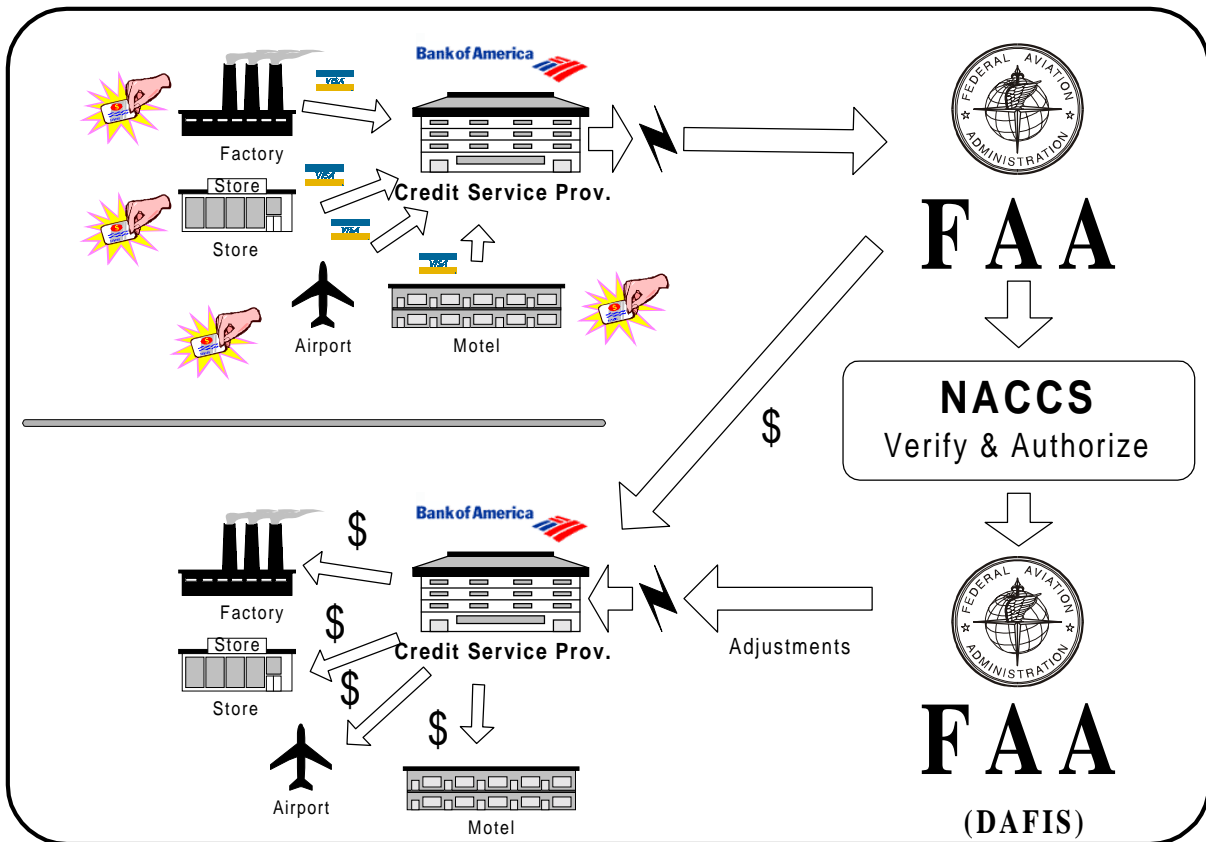
NACCS was in operation as a LAN-based (local area network based) system throughout the Federal Aviation Administration (FAA). A web-based version of NACCS has been developed which is Year 2000 (Y2K) compliant as a replacement for the noncompliant, LAN-based system. This document provides user-level documentation for approvers in the use of the web-based version of the National Automated Credit Card System (NACCS).

1.2 Scope.

This documentation assumes that the user is already familiar with the accounting practices, codes, and procedures needed to process credit card invoices. It also assumes that the user is experienced in using Windows and an Internet browser. No attempt is made herein to define any of these. What is provided here are the descriptions and procedures needed for cardholders to use NACCS to process credit card invoices. There are companion documents for NACCS administrators and cardholders, but system-level and business process documentation for NACCS are not contained herein. Rather, this documentation only describes how to use the web-based version of NACCS.

## 2.0 Overview of the NACCS Process.

Figure 2.1 below provides a very high level representation of the credit card/NACCS process.



**Figure 2.1**

Basically, the process is as follows:

- Purchases are made by authorized FAA cardholders.
- Vendors invoice the Credit Service Provider.
- Invoice information is pulled from the Credit Service Provider to the FAA.
- FAA pays the Credit Service Provider, using cardholders' default accounting strings.
- Using the NACCS process:
  - ◊ Cardholders review invoices and correct accounting information.
  - ◊ Approvers authorize expenditures.

- ◊ DAFIS is updated with corrected accounting information.
- Any adjustment information is sent back to the Credit Service Provider.

NACCS facilitates this process and fosters responsible credit card usage in that:

- The Credit Service Provider is paid in a timely manner, from default accounting pools.
- Credit card holders are able to verify invoices and update accounting information with more accurate data.
- Approvers are able to validate accounting information and affirm payment.
- Automated adjustments to DAFIS are performed.
- Accurate records are maintained.
- Timeliness is enhanced.
- Administrative security is maintained.

The following sections describe how to use NACCS to achieve these purposes.

### 3.0 Access and General Functions.

#### 3.1 Accessing NACCS.

Since NACCS is a web-based application, it can be accessed from any workstation connected to the FAA's administrative intranet, using Internet Explorer or Netscape Communicator versions 4.0 or above. (Internet Explorer (IE) is the recommended browser, however, since the system has been tested and verified against IE 4.0. At this time, identical results using Netscape 4.0 have not been verified, and unexpected displays or actions might occur.)

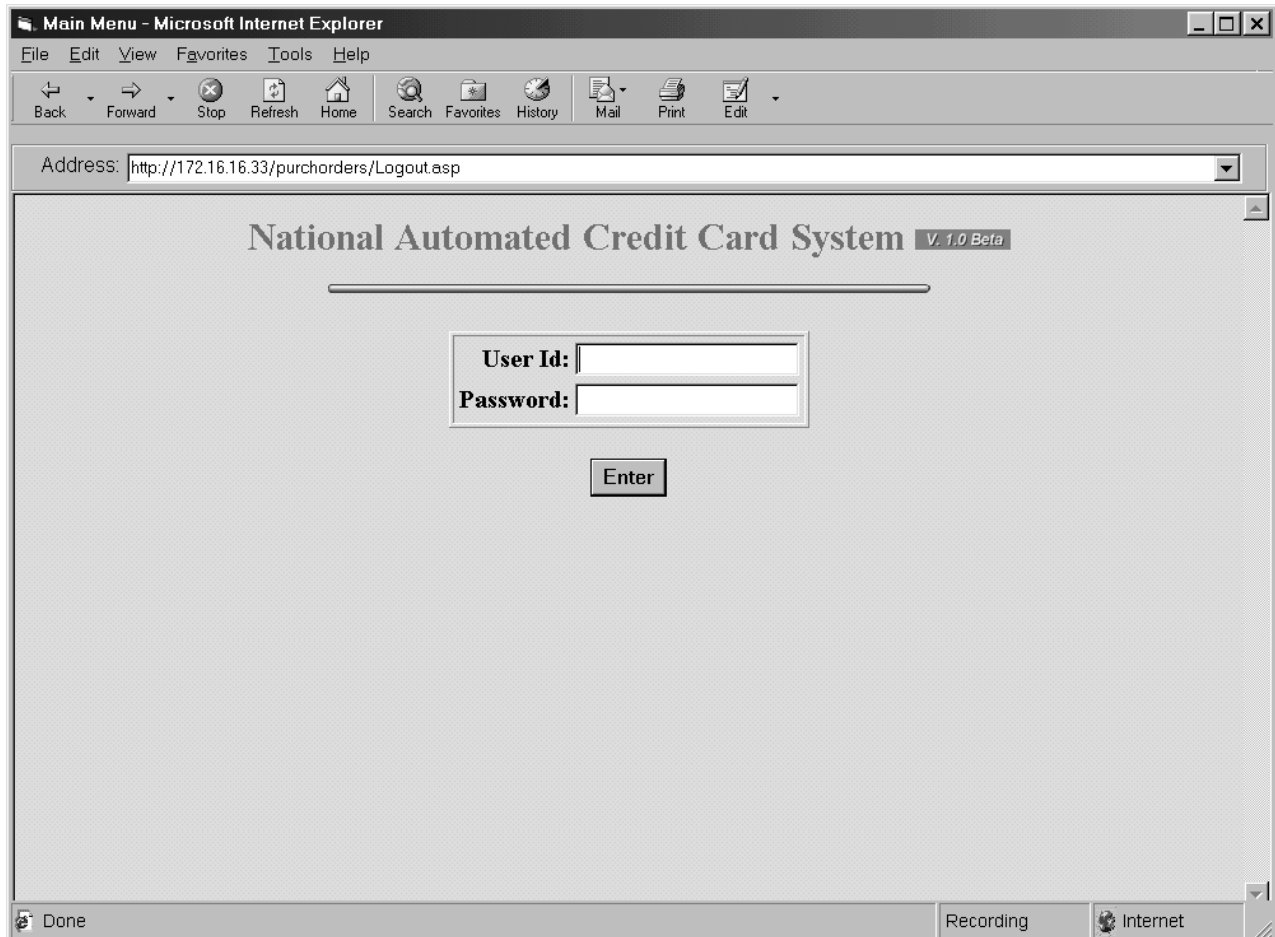
The internal FAA address for NACCS is:

<http://naccsweb.faa.gov/purchorders/>

This address will access the web-server at the Aeronautical Center running the production version of NACCS. You are advised to set a bookmark for this address so you may easily return to the site for NACCS processing in the future.

Note: The screens that were collected for this documentation were obtained, in many instances, from development and testing environments for version V.1.0 of NACCS. Therefore, the intranet address information that appears in them does not correspond to the address for the NACCS production system as shown above. Also, the version number shown on the screens contained herein display the old version number (i.e., V.1.0). However, screen layouts and other information contained in them do reflect the current NACCS production environment for version V.1.1.

### 3.2 Logging onto NACCS.

The image is a screenshot of a Microsoft Internet Explorer browser window. The title bar reads "Main Menu - Microsoft Internet Explorer". The menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains icons for "Back", "Forward", "Stop", "Refresh", "Home", "Search", "Favorites", "History", "Mail", "Print", and "Edit". The address bar shows the URL "http://172.16.16.33/purchorders/Logout.asp". The main content area displays the "National Automated Credit Card System" logo with "V. 1.0 Beta" to its right. Below the logo is a horizontal line, followed by a login form. The form has two input fields: "User Id:" and "Password:". Below these fields is an "Enter" button. The status bar at the bottom shows "Done", "Recording", and "Internet".

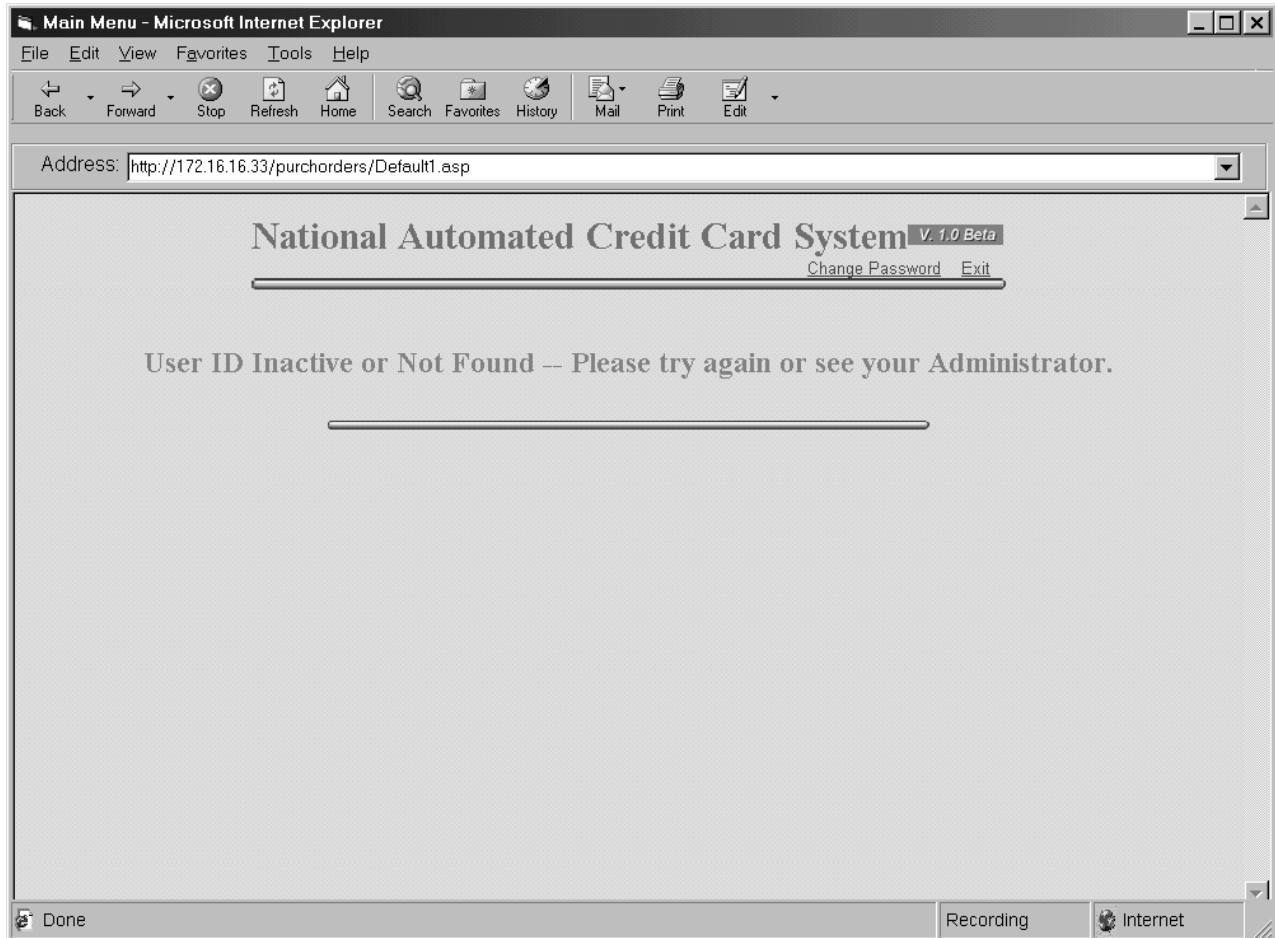
**Figure 3.1**

After accessing the NACCS production site, you will be presented the NACCS logon form displayed above in Figure 3.1. Into the logon form you should enter the User ID (usually your credit card number) and password that you were given by your Regional NACCS Administrator when your user account was established. Entering the correct ID and password will grant you access to NACCS according to the User ID that you entered, which will either be a cardholder or approver ID.

If you are both a cardholder and an approver, you will have two IDs and passwords issued to you. You should use the ID for the type of transactions you plan to perform. If you plan to update invoice records, for example, you should log on using your cardholder ID and password. If you are going to approve invoices, then you should log on using your approver ID and password.



If your User ID has a series of zeros at the beginning, you do not need to enter them into the logon form. Just begin with the first non-zero number and enter the remaining characters to the end. NACCS will automatically add any leading zeros to the number as part of the logon process.



**Figure 3.2**

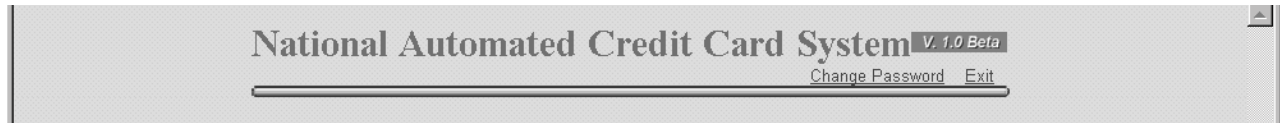
If you did not correctly enter your logon information or if your User ID has been removed from the system, you will see the Logon Error Message shown above in Figure 3.2. As the message says, you should try logging again. If that fails, contact your Regional NACCS Administrator.



**Figure 3.3**

If you correctly logon to NACCS, you will see the Approving Official Main Menu, as shown in Figure 3.3.

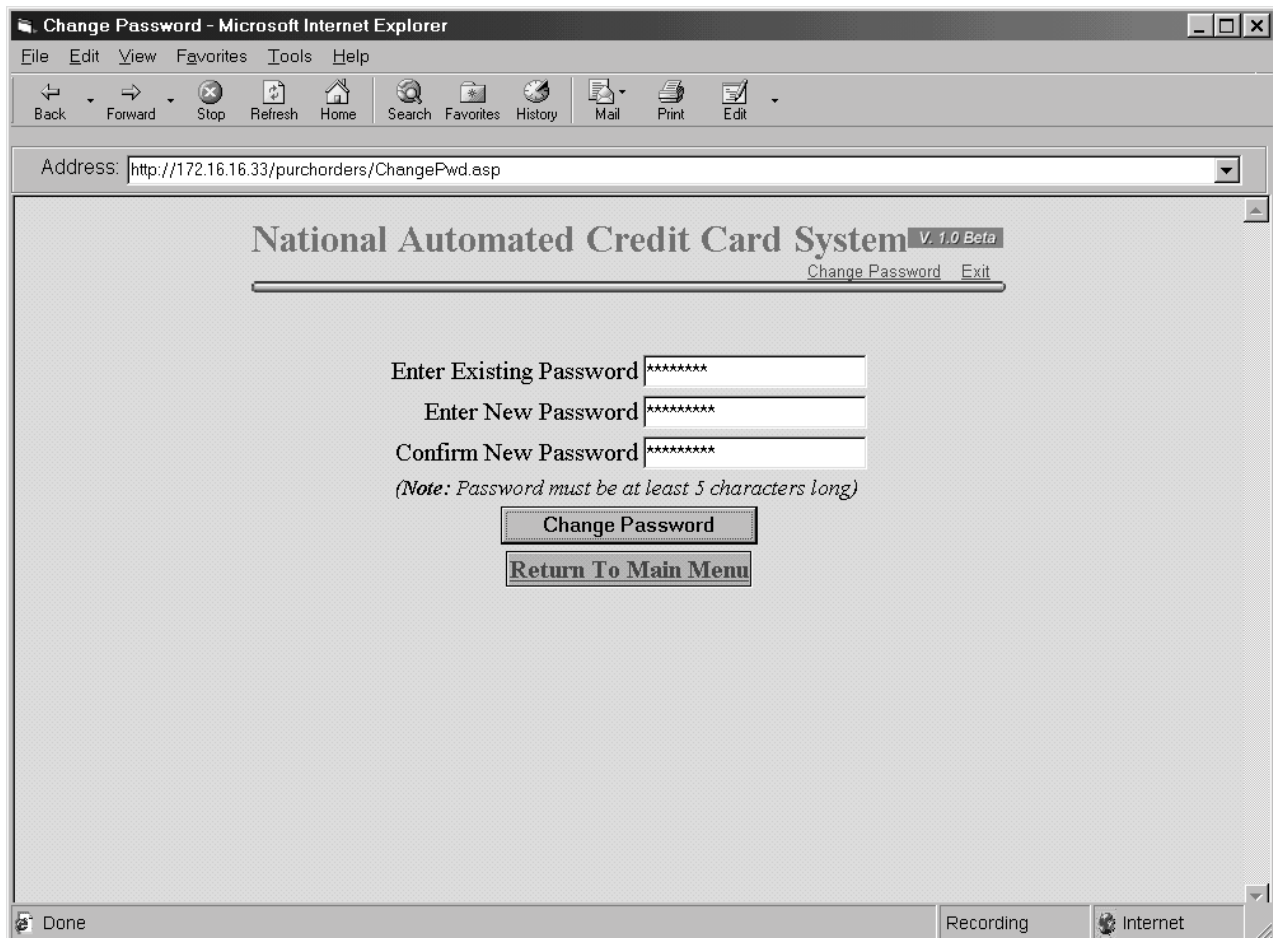
### 3.3 Changing Your Password.



**Figure 3.4**

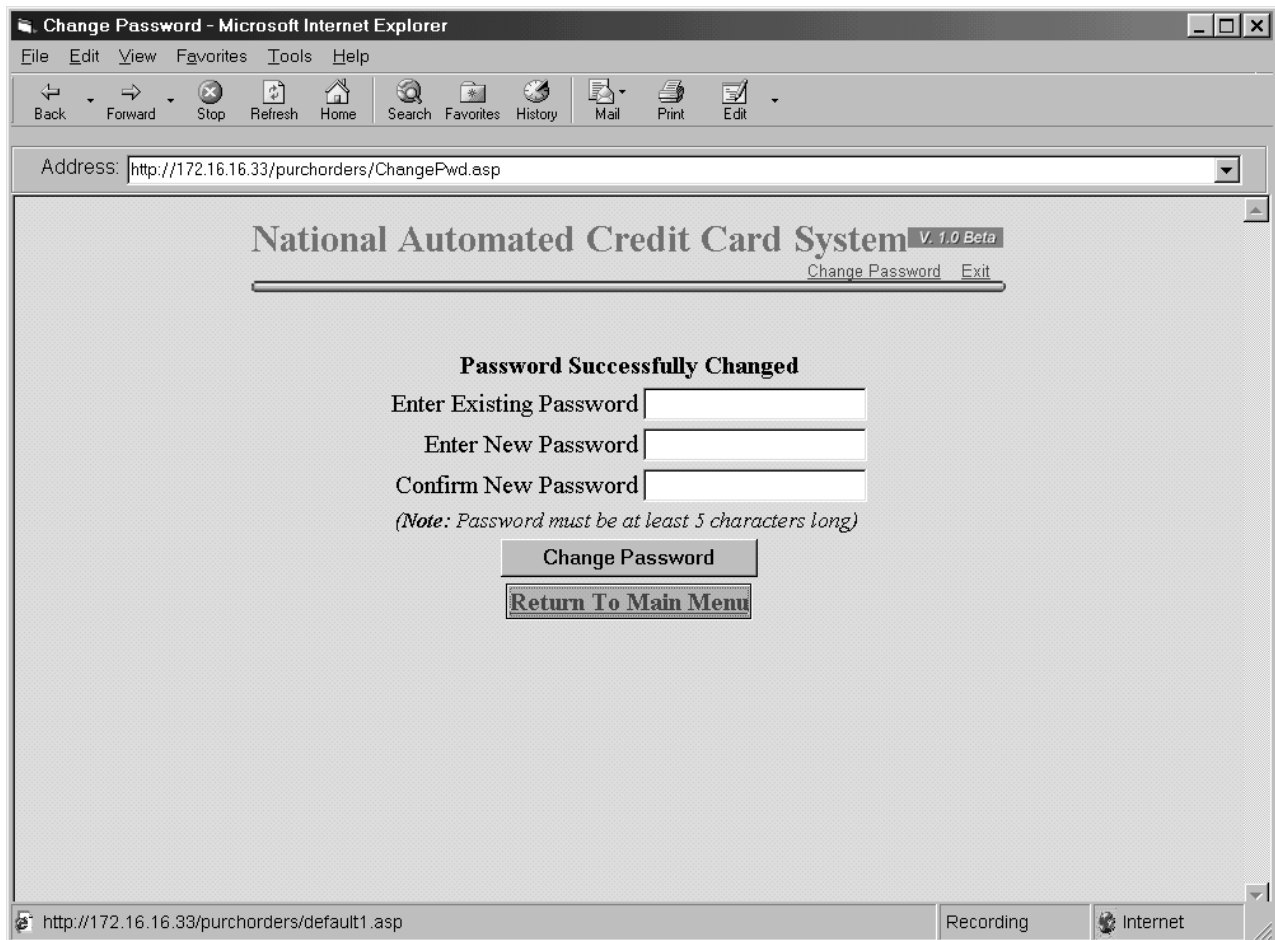
Figure 3.4 shows the header information that is displayed at the top of nearly every screen in NACCS. You will notice that there are two sets of hyperlink text, “Change Password” and “Exit”. These can be used at anytime either to change your logon password or to exit the system.

The first time that you log onto NACCS you will probably do so using a default password. You should immediately change that password to another, more secure password. Therefore, click on “Change Password” to do so when you log on for the first time. Also, periodically change your password according to the security guidelines at your facility.



**Figure 3.5**

Figure 3.5 displays the NACCS change password screen. To change your password you must supply your existing password and then enter your new password twice, once in the “Enter New Password” field and then again in the “Confirm New Password” field. Click on the “Change Password” button to actually change your password. If you successfully change your password, the following message will be displayed, “Password Successfully Changed,” as shown on the following figure.



**Figure 3.6**

Be sure to remember your new password. If you should forget it, contact your Regional NACCS Administrator for a new password.

To resume NACCS processing, click on “Return To Main Menu”.

### 3.4 Exiting NACCS.

The other hyperlink text item at the top of your screen (i.e., the word “Exit” -- see Figure 3.4) is used to exit NACCS at any time. You must use the “Exit” link to complete your NACCS

session. While closing your browser or linking to another site will terminate your workstation's use of NACCS, your session within NACCS will remain open. Extra system resources are used unnecessarily when the link is left open. Also, NACCS only allows one user at a time to be logged in using the same User ID. Therefore, if you try to log back on, you will not be allowed back in. Figure 3.7 shows the error message that results when logging in under a User ID that is already active.



**Figure 3.7**

Should you get this message, contact your Regional NACCS Administrator, who will be able to logout your previous session.

Finally, the “Exit” link can be useful in your normal usage of NACCS. Since NACCS is a menu driven system and some of the menu trees are quite deep, it may be faster to get to the main menu by clicking on “Exit” and then logging back onto NACCS than trying to ascend back up through the menu structure. Keep this in mind during your use of NACCS.

### 3.5 Data Entry and Navigation between Data Fields.

When clicking on or advancing to a field that already has data in it, the entire contents of the field will be initially highlighted, as shown in Figure 3.8.

Edit Accounting Code for CC Number 0001234560000123456									
Rgn	App	Lim	C C	Prog Elem	Obj Cls	SMCS	Proj Num	StatData2	AFC
W	901	0	F410	460	2 608				
Description:							Tag:		

**Figure 3.8**

As you can see, the entire Appropriation Code (APP) is highlighted. Anything typed into that field will replace all of what is currently highlighted. If you want to edit what the field contains, you will need to click the field again at the point that you want to make the change, and the field will change from replace to insert mode. You can then edit the contents of the field without losing what was originally there.

Data can be entered into a form in any order. To navigate between fields, just click on the data field you wish to enter. Also, pressing the TAB key will advance you to the next field, and Shift-TAB will take you back to the previous field. Even though you may supply all of the information needed for a particular field, it will not automatically advance you to the next data field when the field you are entering data into is full. You must advance to the next field yourself by pressing TAB or by clicking on the next field you wish to enter. In order to process the information in the form, however, you must click on an execution-type button when you are finished with data entry, such as “Update,” “Add,” “Approve,” etc. (Also, for Internet Explorer, if the execution-type button is highlighted or pre-selected, pressing the ENTER key will have the same effect as clicking on the button.) Otherwise the information that you have entered will be lost. However, if you want to discard the data you have entered, you can exit the data entry screen without clicking the execution button. This will preserve what information was originally there and will cause no changes to be made to the NACCS database.

### 3.6 Navigation between Pages and the Parts of NACCS.

Generally do not use the Forward and Backward arrow buttons of the browser to navigate through the pages or parts of NACCS. Use instead the application-supplied menu items or navigation buttons. There are several multi-page forms that are used by NACCS. To navigate through these, use the navigation buttons that are at the bottom of each page of the form, similar to the ones displayed below:



**Figure 3.9 – First page of the form**



**Figure 3.10 – A middle page of the form**

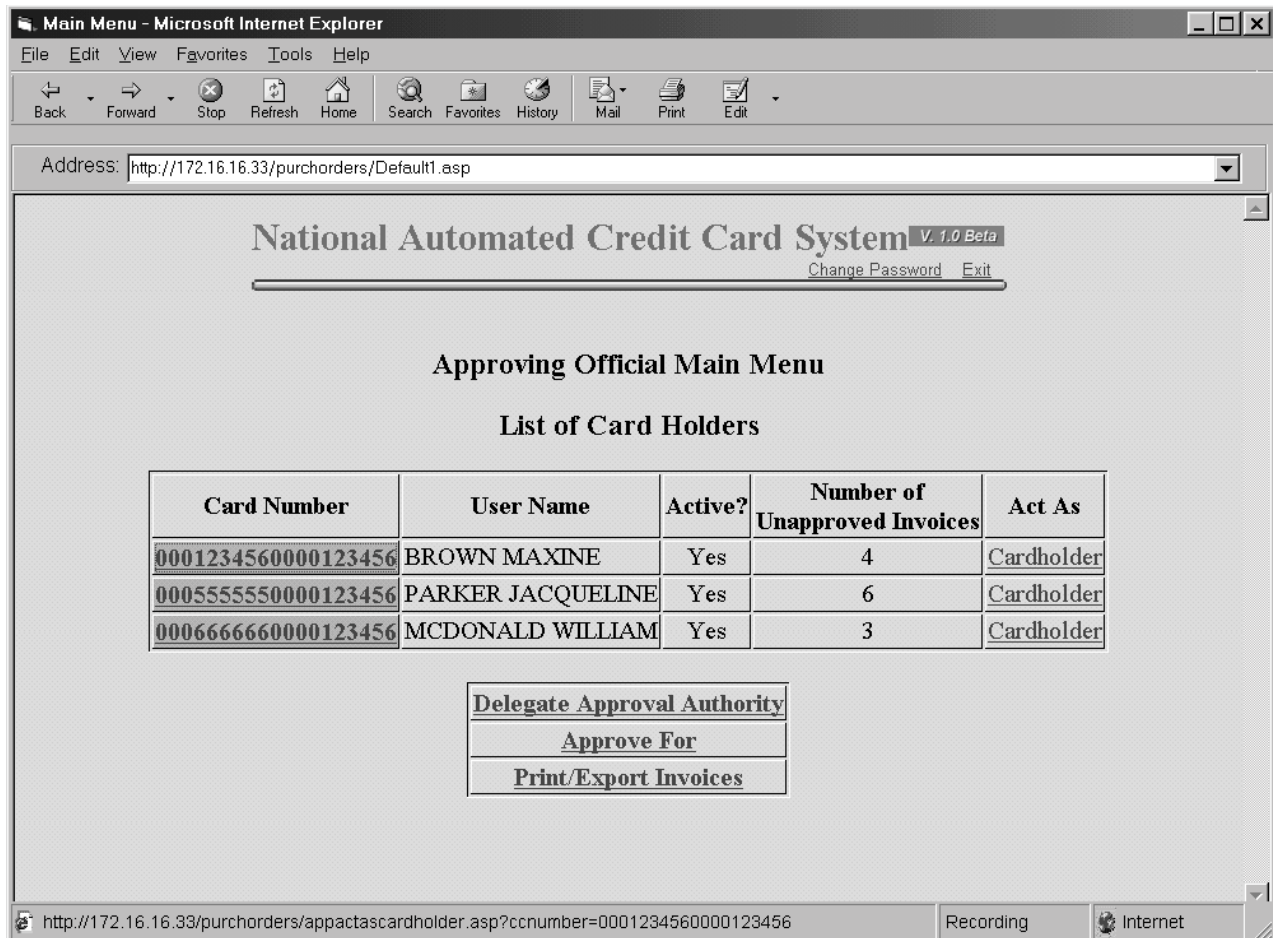


**Figure 3.11 – Last page of the form**

Clicking on “Next” will take you to the next page of the form. “Previous” will take you back to the page you were just on. “First” and “Last” will take you to the first and last pages of the form respectively.

## 4.0 Approver Documentation.

### 4.1 Main Approver Menu.



**Figure 4.1**

Figure 4.1 displays the Main Approver Menu. The upper part of the menu lists the Cardholders for which you, as an approver, have responsibility. By clicking on a particular Card Number you are able to review and approve invoices for that cardholder. You are also able to reverse the approval for invoices that were approved in error, perform accounting string maintenance for the card holder, and review archived or current invoices.

The remaining menu items and their purposes are as follows:

- **Delegate Approval Authority** – Allows you to delegate your approval authority to another approver.



- **Approve for –** Allows you to perform approval functions for another approver who has delegated to you such authority.
- **Print/Export Invoices –** Allows you to print or export invoices for the cardholders assigned to you.

## 4.2 Approver Functions.

Each of the functions you can perform as an approver are described in the following sections.

### 4.2.1 Performing information maintenance and approval functions for a particular cardholder.

To maintain (add/modify/delete) information contained in a cardholder's user profile or to approve a cardholder's invoices, you begin by clicking on the cardholder's credit card number. (See Figure 4.1.) You will then get a screen similar to the following.



**Figure 4.2**

The menu items and their functions are as follows

- Account String Maint -- Allows you to change or add (maintain) information contained in the cardholder's user profile.
- Approve Invoices -- Allows you to review and approve a cardholder's invoices.
- Reverse Approval -- Allows you to reverse the approval for an invoice that was approved in error or contains incorrect information.
- Review Archived Invoices -- Allows you to review the archived invoices for a cardholder.
- Print/Export Invoices -- Allows you to print or export a cardholder's invoices.
- Back to Review Card Holders -- Returns you back to the main Approver Menu

#### 4.2.1.1 Maintaining cardholder information.

Clicking on the "Account String Maint." menu item (see Figure 4.2) brings up the following screen.

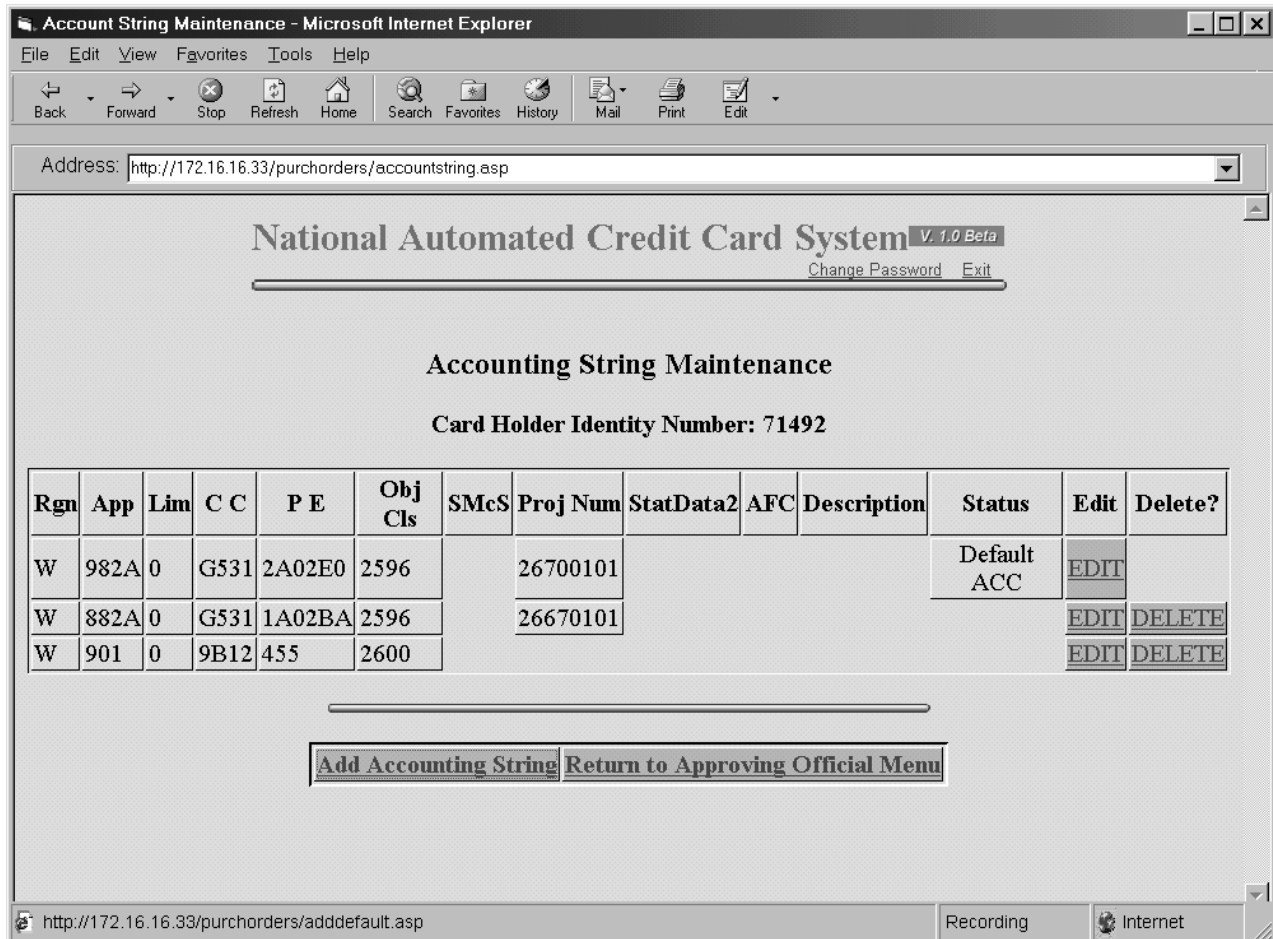


Figure 4.3

From this screen you can add, edit, or delete frequently used accounting strings for the cardholder that you selected. The procedures for doing such maintenance are described in detail in Section 4.2.1 of the NACCS Cardholder Manual. Please refer to that manual if you need to add or change accounting string information for a cardholder. Typically, the cardholders themselves should maintain their own information concerning frequently used accounting strings. There should be little need for you, as an approver, to do it for them.

#### 4.2.1.2 Approving Invoices.

This is the main function you will be performing as an approver. To approve invoices for a the card holder that you previously selected, click on the “Approve Invoices” menu item from the “Approval Functions” menu as shown in Figure 4.4.

**Figure 4.4**

Clicking on “Approve Invoices” will cause the invoices for cardholder 0001234560000123456 to be displayed as follows.

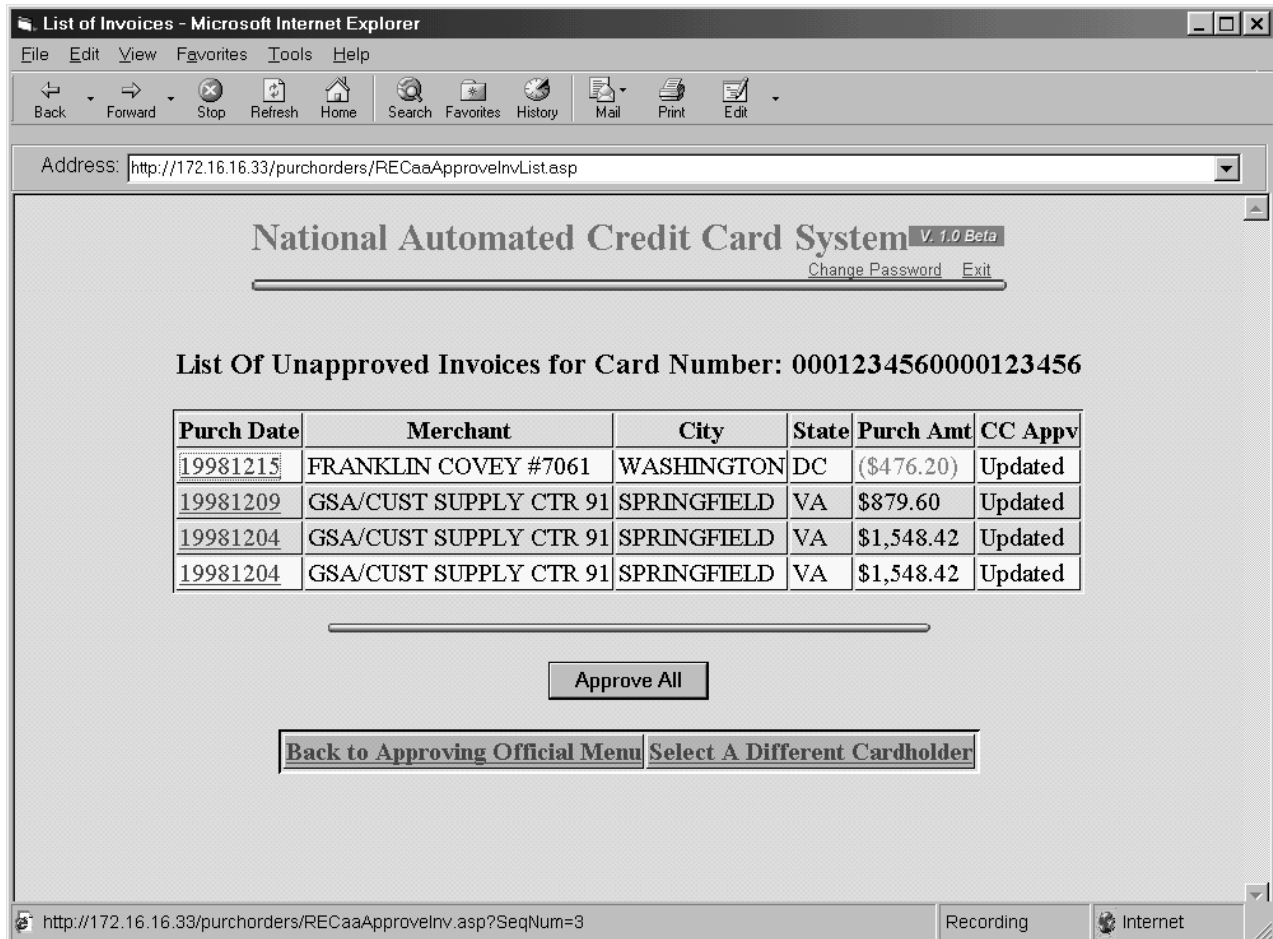


Figure 4.5

The invoices that had been previously split between more than one accounting code are highlighted. Also, if the invoice has been updated by the cardholder, it is listed as “Updated” in the “CC Appv” column. To review or approve a particular invoice, click on the invoice’s “Purchase Date”. Doing so for the first invoice gives a screen similar to the following.

List of Invoices - Microsoft Internet Explorer

Address: <http://172.16.16.33/purchorders/RECaaApproveInv.asp?SeqNum=3>

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## National Automated Credit Card System V. 1.0 Beta

[Change Password](#) [Exit](#)

### Approval Invoice Processing for CardHolder: 0001234560000123456

### Credit

#### Merchant Data

**Purchase Date:** 19981215      **Amount:** (\$476.20)  
**Merchant:** FRANKLIN COVEY #7061 **Location:** WASHINGTON ,DC

#### Frequently Used Accounting Strings

W/ 982A.0 / G531 / 2A02E0 / 2596 / 26700101 / / /  
W/ 882A.0 / G531 / 1A02BA / 2596 / 26670101 / / /  
W/ 901.0 / 9B12 / 455 / 2600 / / / /

#### Invoice Distribution

Invoice Amount: (\$476.20)

Account Code	Balance Amount
W / 982A.0 / G531 / 2A02E0 / 2596 / 26700101 / / Displayed	(\$0.01)
W / 982A.0 / G531 / 2A02E0 / 2596 / 26700101 / / <a href="#">Detail</a>	(\$150.00)
W / 901.0 / 9B12 / 455 / 2600 / / / <a href="#">Detail</a>	(\$326.19)
<b>Total Balance</b>	<b>(\$476.20)</b>

Rgn	App	Lim	CC	PE	ObjCls	SMcS	Proj Num	StatData2
W	982A	0	G531	2A02E0	2596		26700101	

**Description:**  **Tag:**

**Comments:**

---

Done      Recording      Internet

Figure 4.6

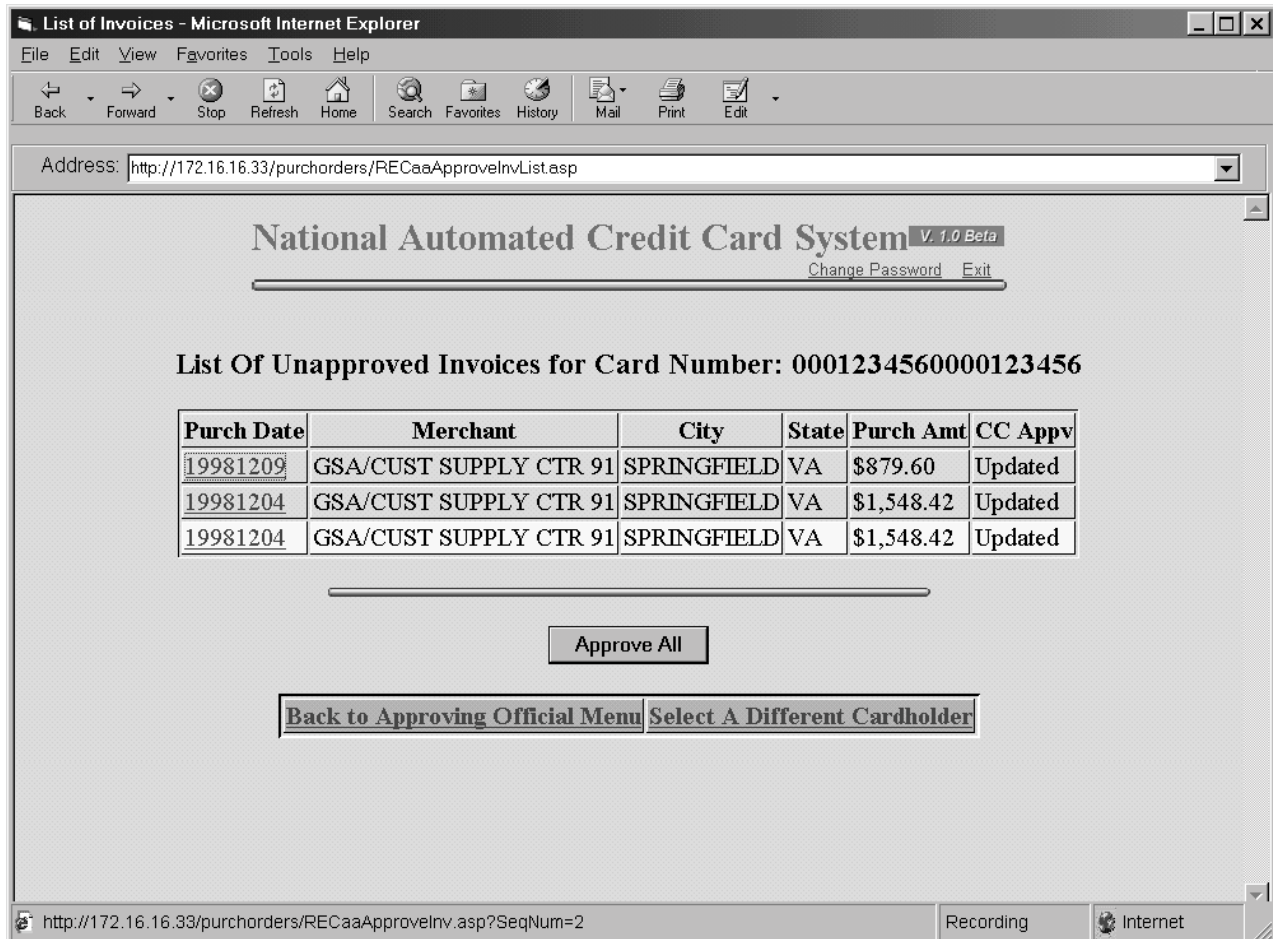
You can see that the invoice is split among three accounting strings and the amounts that are assigned to each string. To approve the invoice without making any changes, simply click on the

“Approve” button. Approving the invoice causes the accounting strings to be validated, and marks the invoice as being approved. If the accounting codes are valid, you will see a screen similar to the following.



**Figure 4.7**

Selecting “Back to Invoices List”, gives you the following screen.

**Figure 4.8**

You will notice that the invoice we just approved is no longer listed and that there are only three invoices to approve now. We are now going to change the Object Class of what is now the first invoice. To begin that process, click on its "Purchase Date". You will see the Invoice Processing screen similar to the following.



Approval Invoice Processing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address: <http://172.16.16.33/purchorders/RECaaApproveInv.asp?SeqNum=2>

**Merchant Data**

**Purchase Date:** 19981209      **Amount:** \$879.60  
**Merchant:** GSA/CUST SUPPLY CTR 91 **Location:** SPRINGFIELD ,VA

**Frequently Used Accounting Strings**

W/ 982A.0 / G531 / 2A02E0 / 2596 / 26700101 / / /  
W/ 882A.0 / G531 / 1A02BA / 2596 / 26670101 / / /  
W/ 901.0 / 9B12 / 455 / 2600 / / / /

Rgn	App	Lim	CC	PE	ObjCls	SMcS	Proj Num	StatData2
W	901	0	9B12	455	3100			

**Description:**  **Tag:**

**Comments:**

---

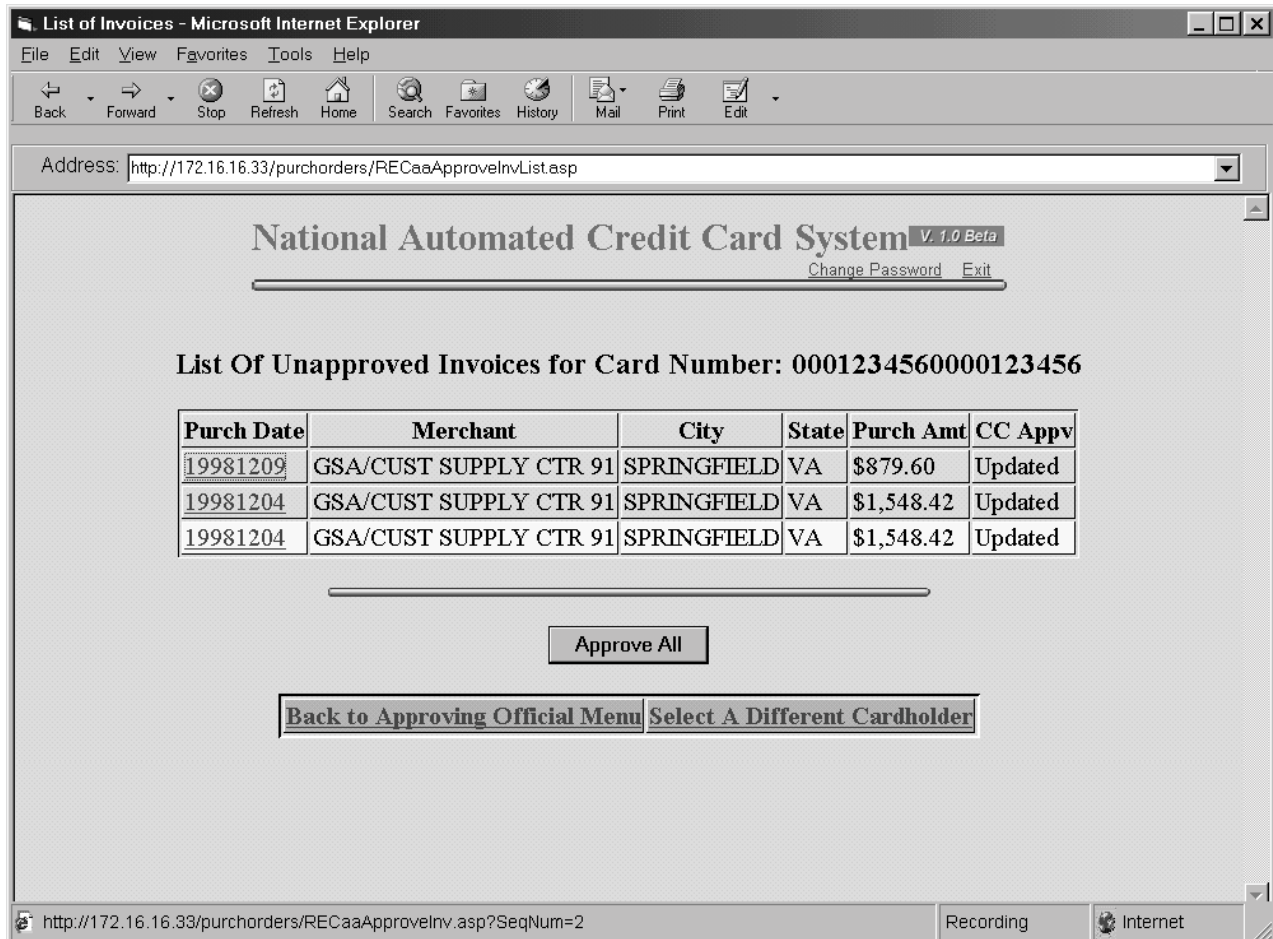
Recording    Internet

Figure 4.9

Figure 4.9 does not show all of the resulting page, but you can see that the ObjCls field has been changed to the new value of 3100. To record the new value but not yet approve the invoice, we click on “Update Accounting String”. If the changed accounting string is validated, you will see a confirmation screen similar to the following.

**Figure 4.10**

You will notice that we have three options now. Selecting “Back to Current Invoices” will take us back to the invoice we were just working on. “Back to Invoices List” will take us back to the list of invoices awaiting approval for the cardholder with which we are working. “Select A Different Cardholder” will take us back to the Approver Main Menu. However, choosing any of these three options will not cause the invoice to be approved. Because we clicked on “Update Accounting String”, only the string was updated, but the invoice remains unapproved. To demonstrate this, click on “Back to Invoices List”. (In order to approve the invoice without an additional step, you would click on “Back to Current Invoices”, which will take you back to the invoice we were just working on.)

**Figure 4.11**

You will notice that the invoice we just updated remains on the list of invoices awaiting approval. To now approve the invoice, again click on the “Purchase Date” of the first invoice.

Approval Invoice Processing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address: <http://172.16.16.33/purchorders/RECaaApproveInv.asp?SeqNum=2>

**Merchant Data**

**Purchase Date:** 19981209 **Amount:** \$879.60  
**Merchant:** GSA/CUST SUPPLY CTR 91 **Location:** SPRINGFIELD ,VA

**Frequently Used Accounting Strings**

W/ 982A.0 / G531 / 2A02E0 / 2596 / 26700101 ///  
W/ 882A.0 / G531 / 1A02BA / 2596 / 26670101 ///  
W/ 901.0 / 9B12 / 455 / 2600 ///

Rgn	App	Lim	CC	PE	ObjCls	SMcS	Proj Num	StatData2
W	901	0	9B12	455	3100			

**Description:**  **Tag:**

**Comments:**

---

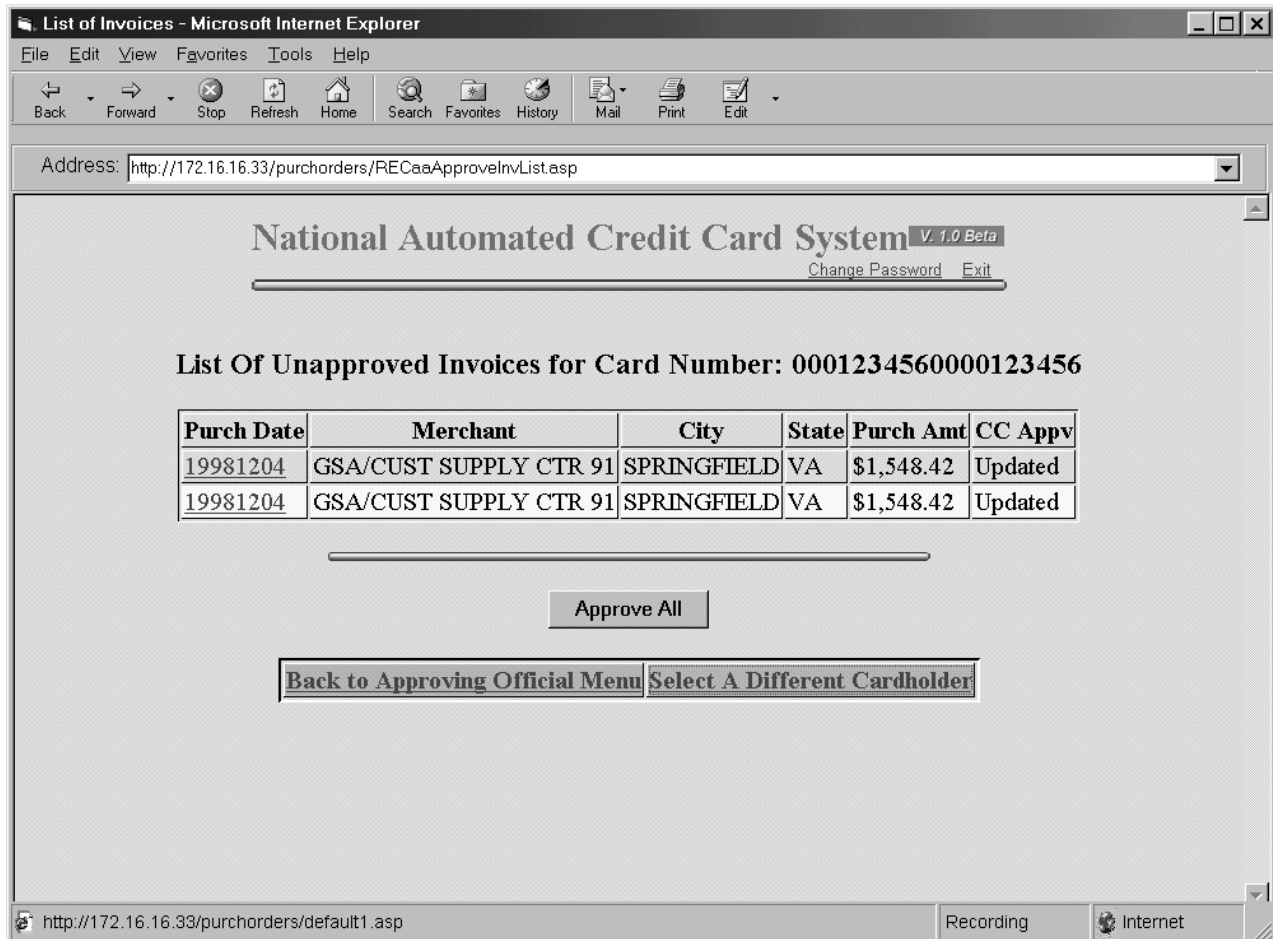
Done Recording Internet

Figure 4.12

You can see that the ObjCls value is still 3100, the value to which we had changed it earlier for this invoice. Now, to finally approve the invoice, click on “Approve”. The following confirmation screen will be displayed.

**Figure 4.13**

Now, when we return to the Invoices List, we will see that this invoice is no longer listed.

**Figure 4.14**

Rather than continue approving invoices for this cardholder, let us select a new cardholder by clicking on “Select a Different Cardholder”. Doing so takes us back to the Approver Main Menu as follows.

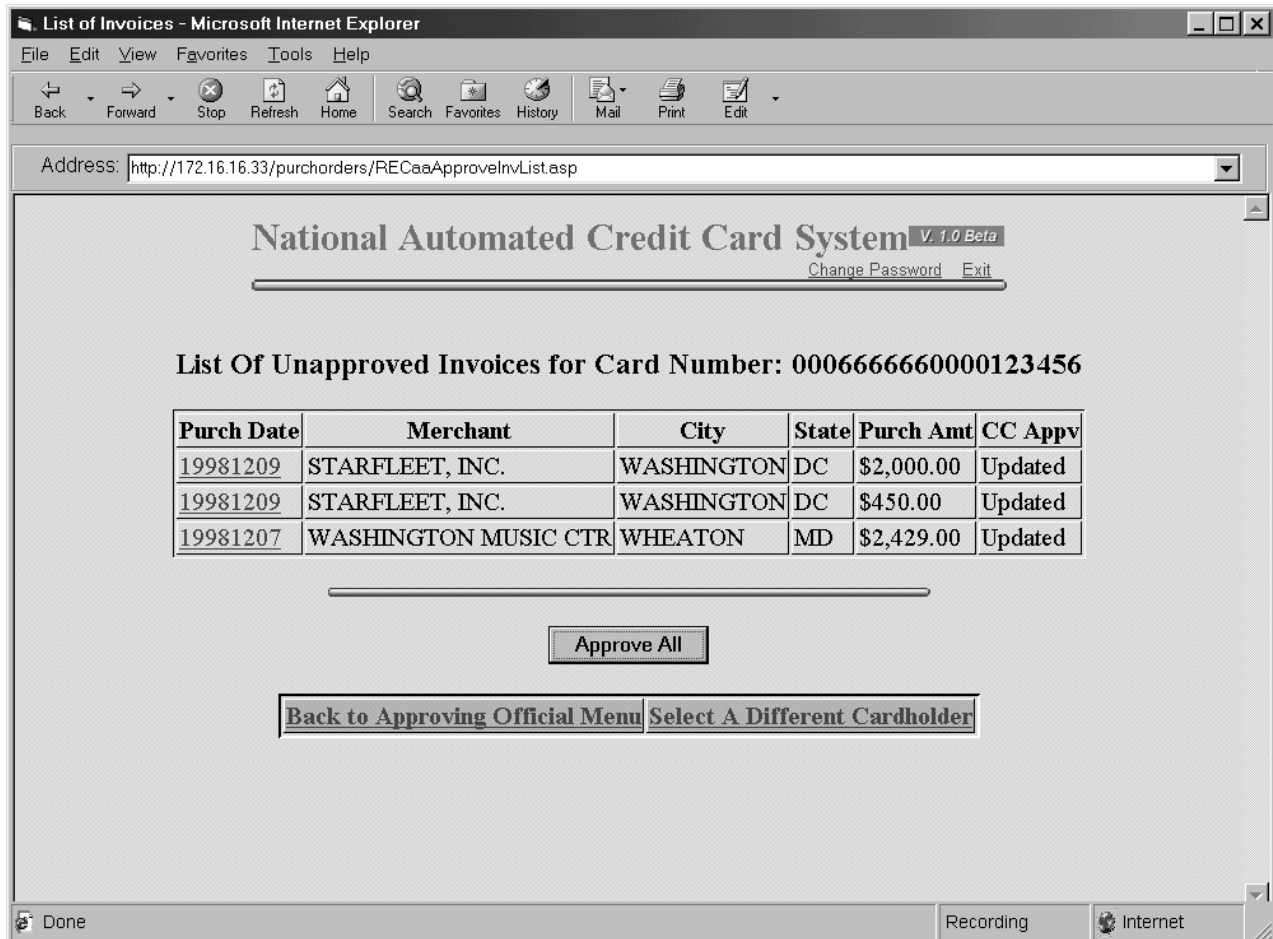
**Figure 4.15**

This time we will select William McDonald to demonstrate the “Approve All” function. Clicking on his card number gives the following screen.

**Figure 4.16**

This is essentially the same screen as we have seen before, but this time the new cardholder's number is displayed at the top. We will again select "Approve Invoices" to be able to review the invoices for this cardholder.



**Figure 4.17**

This time, rather than review and approve each of the invoices individually, we will select the “Approve All” function. Normally, you would not choose this option unless you are reasonably assured that the accounting information is correct. We are assuming in this case that we know that the accounting strings for these invoices are correct. Consequently, we simply click “Approve All”. The following confirmation screen results.

**Figure 4.18**

You can continue the review and approval of invoices using the above procedures until you have finished all the invoices that you can approve at this time. To return to the Approver Main Menu, click on “Select A Different Cardholder”.

#### 4.2.1.3 Reversing Invoice Approval.

Sometimes invoices may be approved in error or contain incorrect accounting information. If this happens, it is necessary to reverse the approval for the invoice because approved invoices cannot be modified. To do this, you must first select the cardholder from the Approver Main Menu cardholder that requires an invoice to be reversed.

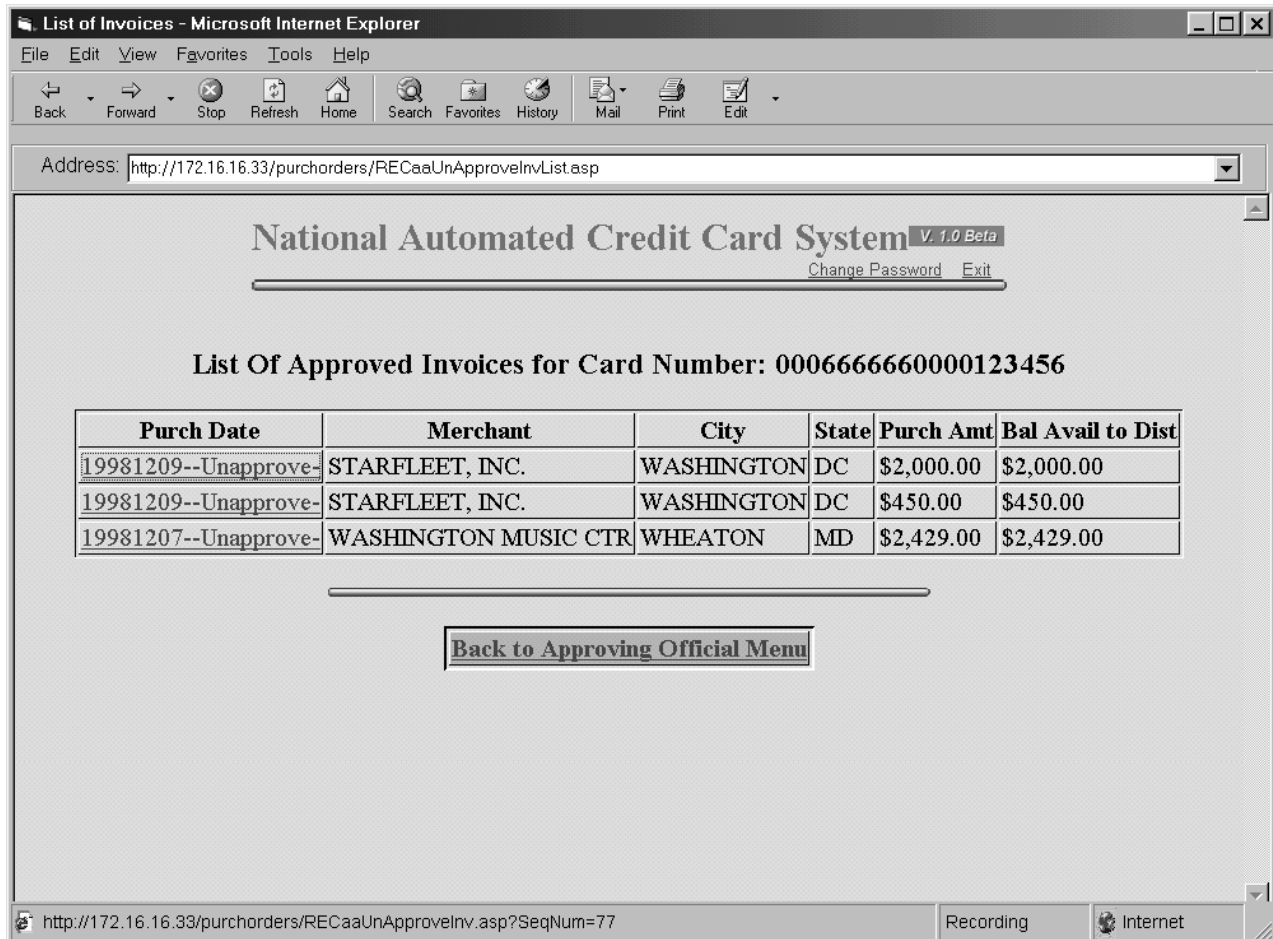


**Figure 4.19**

Selecting William McDonald's card number again gives the following screen.

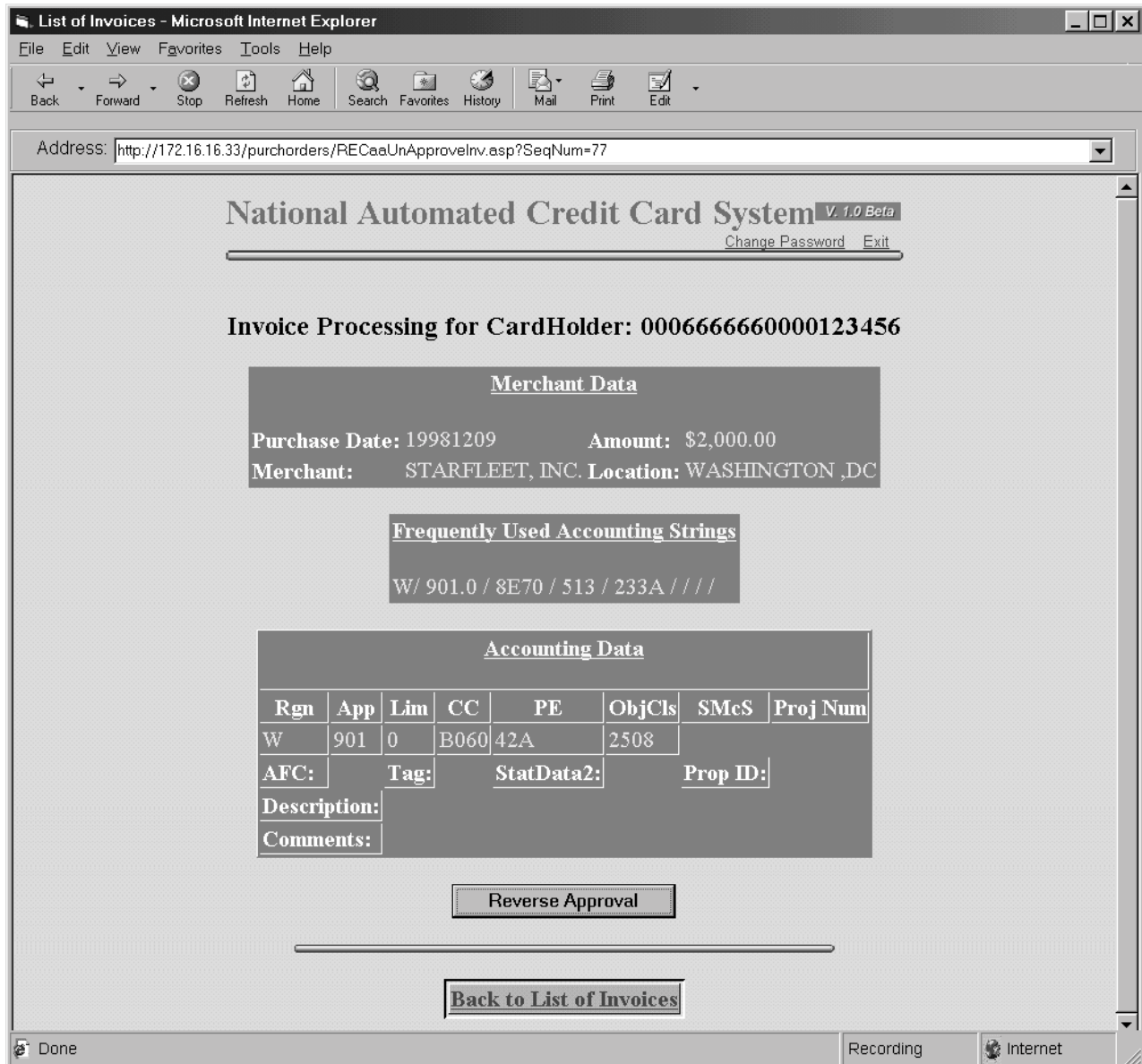
**Figure 4.20**

Notice that since we had previously approved all of William's invoices, there are no invoices now awaiting approval. To reverse the approval for some on his invoices, click on "Reverse Approval".

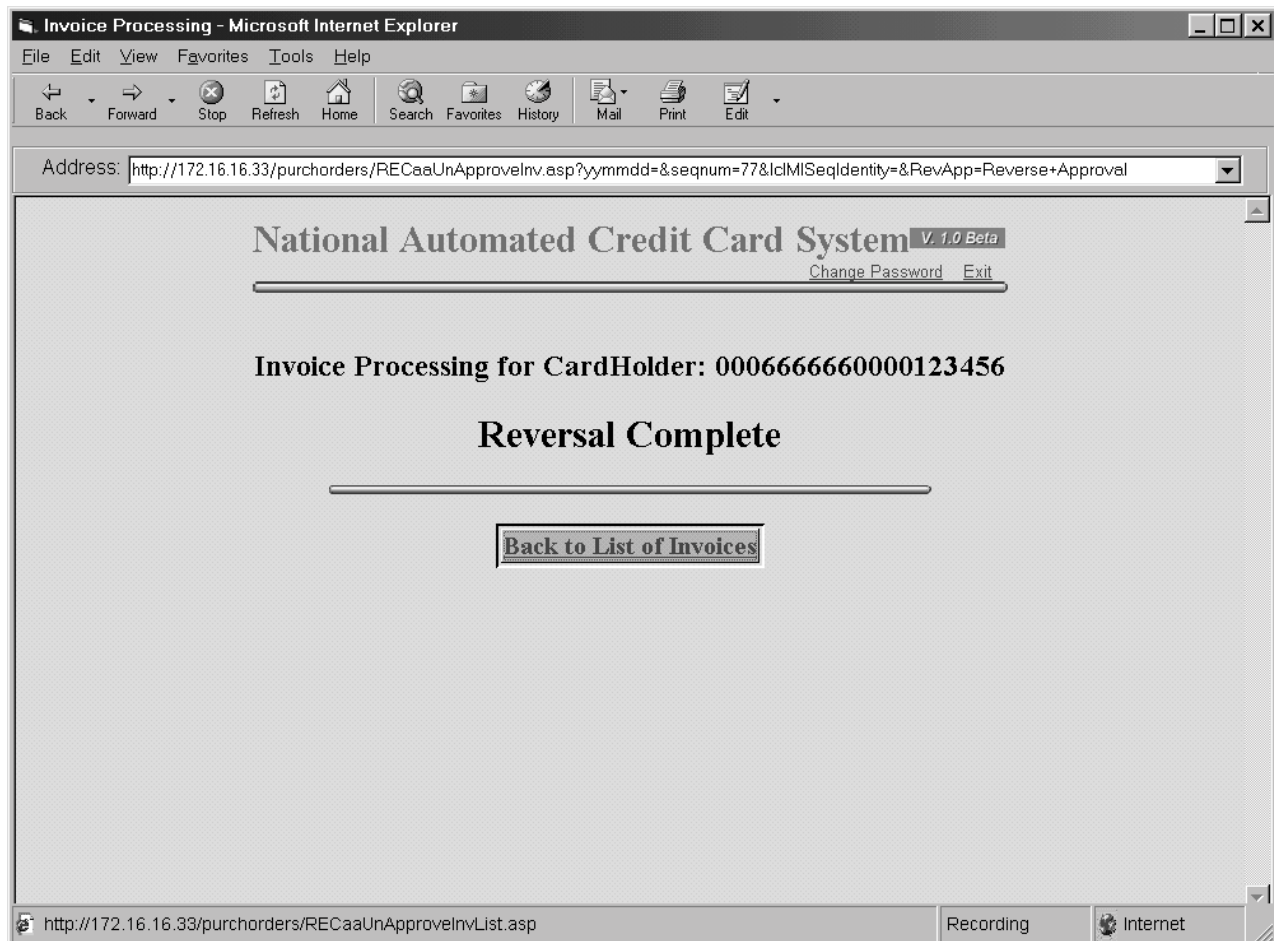


**Figure 4.21**

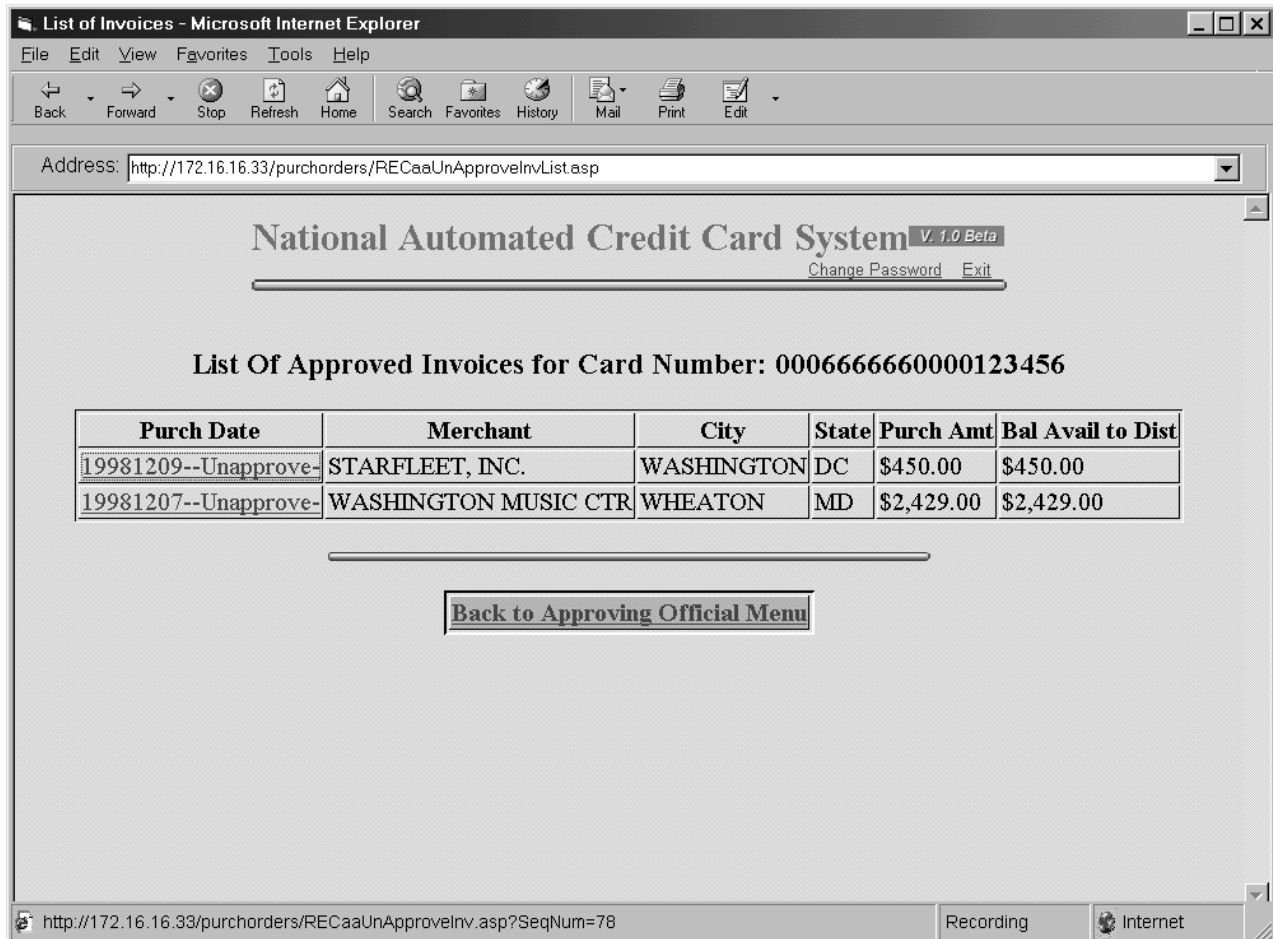
All of the approved invoices are now listed, and the first column is used to start the reverse-approval process. Clicking on the purchase date for the first invoice brings up the detailed information for that record.

**Figure 4.22**

After making sure that this is the invoice for which approval should be reversed, click on the “Reverse Approval” button. The following confirmation screen is displayed.

**Figure 4.23**

Going back to the List of Invoices shows the following screen.



**Figure 4.24**

Notice that the invoice for which we just reversed approval is no longer listed. That invoice is now available to be corrected, either by repeating the approval process or by the cardholder. If it is your intent to have the cardholder make the correction, you should notify him of such. NACCS does not have a notification capability.

#### 4.2.1.4 Reviewing Archived Invoices of a Cardholder.

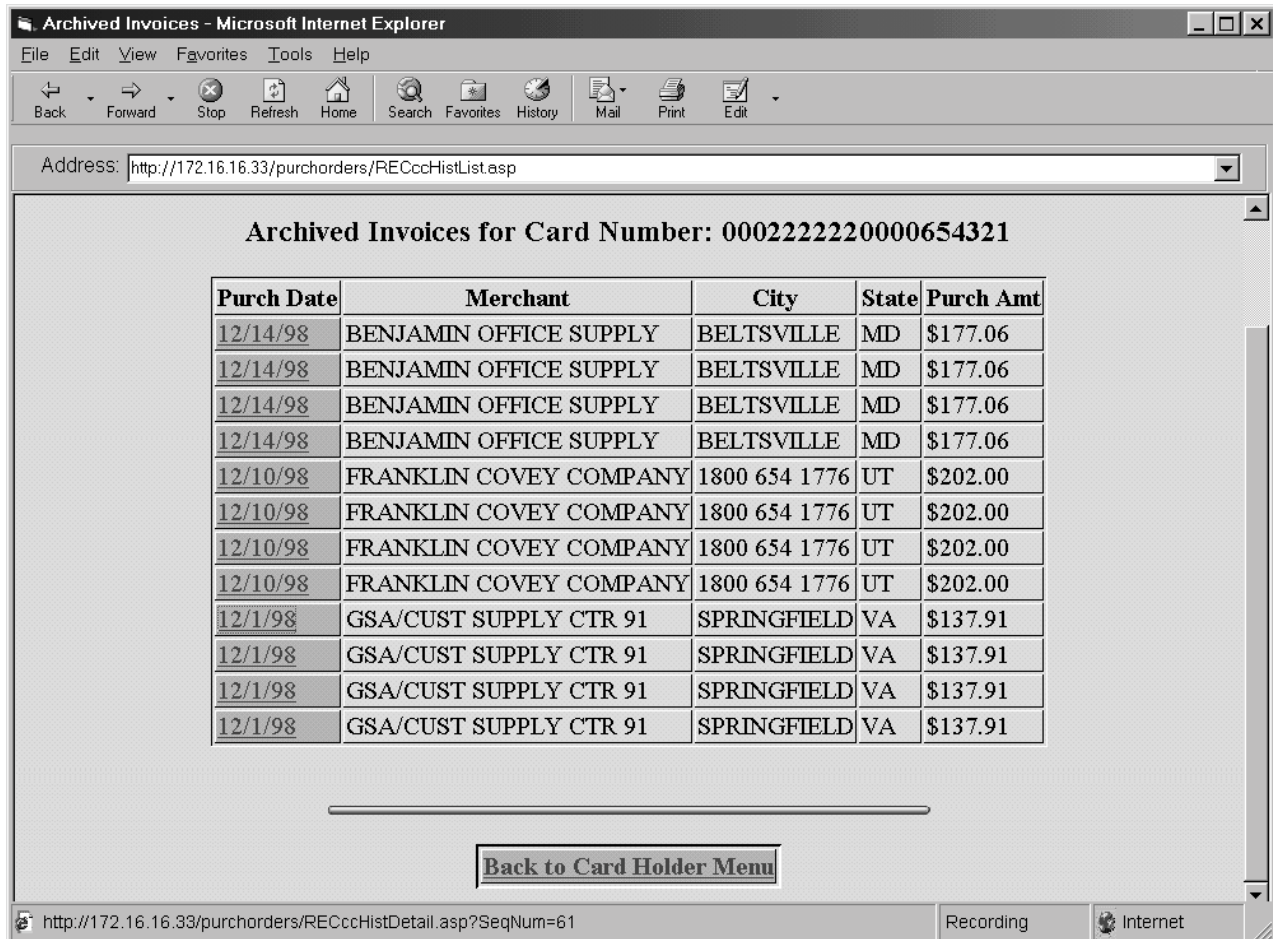
After invoices have been updated, approved, and extracted for DAFIS processing, they are removed from the current database and placed in a historical file. To review the archived invoices for a cardholder for which you have approval authority, first select that cardholder from your Approver Main Menu. Then select "Review Archived Invoices" from the Approval Menu for that cardholder, as shown in Figure 4.25.



**Figure 4.25**

Clicking on “Review Archived Invoices” will give you a listing of all of the archived invoices for the particular cardholder, sorted in descending date order. There is no option to limit the records that are displayed or change the sort order. For this reason, if there is a need to view a range of records, it is probably better to use the Print/Export Invoices instead.

The following figure shows the result of selecting “Review Archived Invoices”.

**Figure 4.26**

You can view the detail of any given record by clicking on Purchase Date. Clicking on the purchase date for the last record gives the following information.

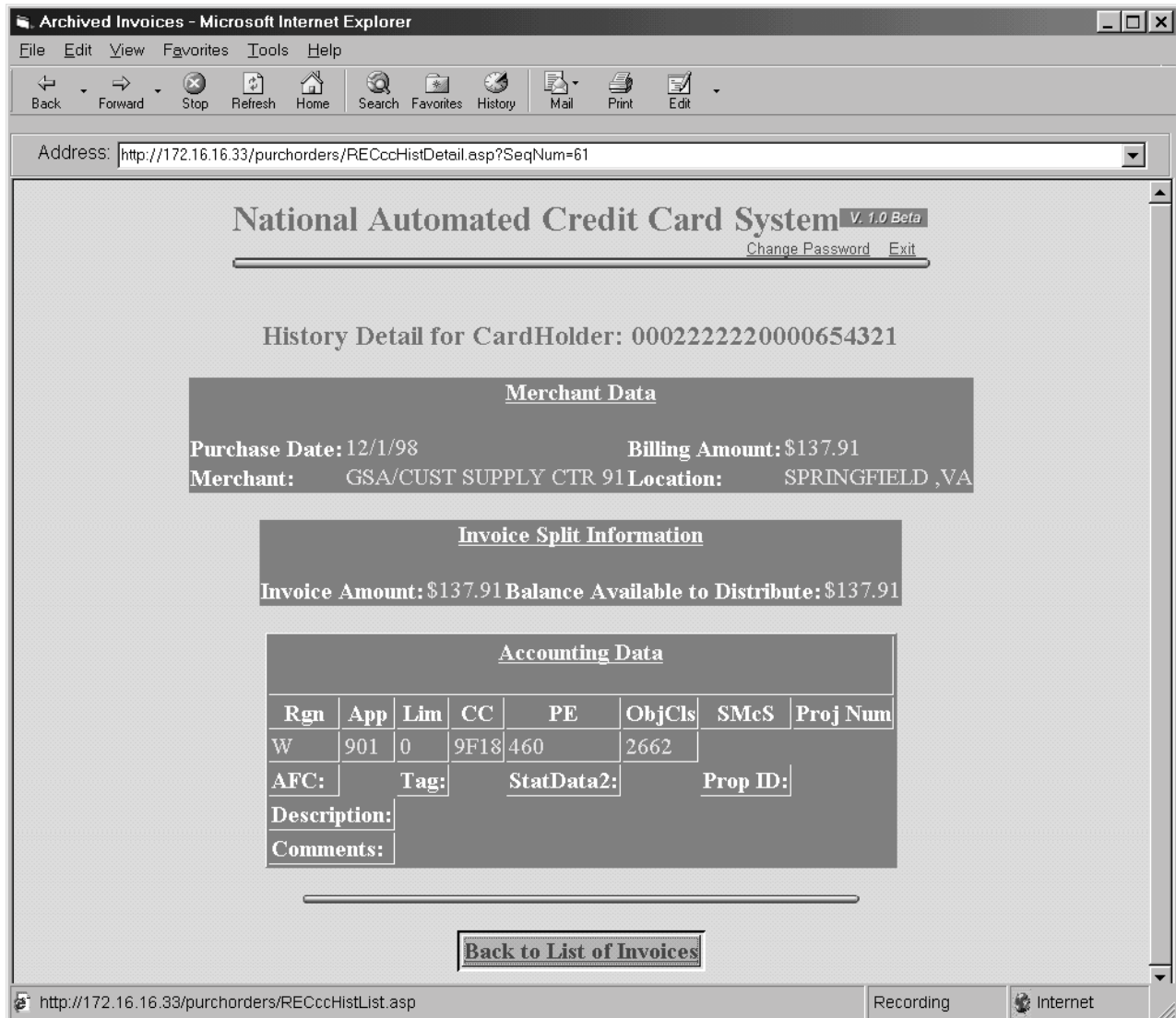


Figure 4.27

None of the data in archived invoices can be changed. Therefore, this capability only allows you to view the historical information. Clicking on “Back to List of Invoices” will take you back to the previous list. From there you can return to the Approval Menu.

#### 4.2.1.5 Printing/Exporting Invoices.

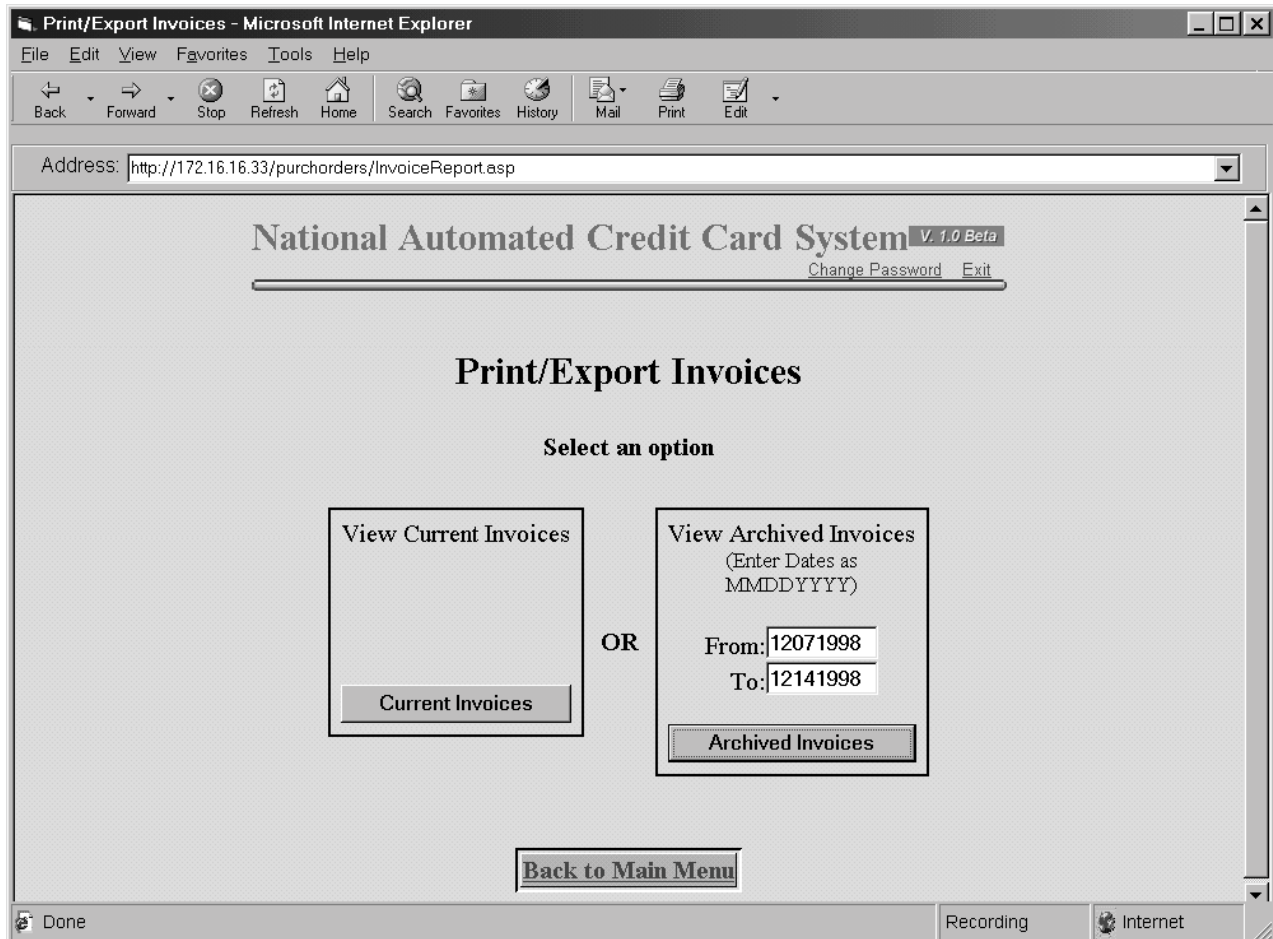
“Printing/Exporting Invoices” is used to generate an HTML output that can be subsequently printed or saved in order to export the information to another application, such as Excel. The “Print/Export Invoices” capability is perhaps the better way to review historical information for a card holder since you can limit the data that is generated to a specific range of dates. Therefore, you will not need to page down through a large set of data in order to find a specific record or set

of records, as with the “Review Archived Invoices” option. To access the Print/Export capability, click on that menu item as found on the Approval Menu for the cardholder.



**Figure 4.28**

You will first get a screen that allows you to view either current or archived invoices. For archived invoices, you can also specify a range of dates that are to be viewed.

**Figure 4.29**

You can see that we have entered a range of dates from 12/7/98 through 12/14/98. (You should follow the required date format and not enter slashes(/). Also, you must enter the smaller date in the “From” field and the larger in the “To” field. Putting the dates in reverse order will cause no records to be found.)

Clicking on the “Archived Invoices” button gives the following screen: (However, the format of the data that results is identical whether you select “Current Invoices” or “Archived Invoices”.)

Print/Export Invoices - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address: <http://172.16.16.33/purchorders/InvoiceReport.asp>

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## Print/Export Invoices

Please be patient - it may take a moment to gather this data.  
 Once this page has finished loading, choose "Save As" from the File menu to save this document. Make sure you save the document with a .htm or .html file extension. To view or edit the document later, open it with Excel or Word.

**Card Number:** 0002222220000654321 **Name:** BELTON JODIE

**Archived Invoices**  
 19981207 - 19981214

Date	Merchant	Updated?	Approved?	Amount
12/7/1998	GSA/CUST SUPPLY CTR 91	Updated	Not Approved	\$137.91
		W / 901.0 / 9F18 / 460 / 2662 / //		\$137.91

Date	Merchant	Updated?	Approved?	Amount
12/14/1998	FRANKLIN COVEY COMPANY	Updated	Not Approved	\$202.00
		W / 901.0 / 9F18 / 460 / 2662 / //		\$202.00

Date	Merchant	Updated?	Approved?	Amount
12/14/1998	FRANKLIN COVEY COMPANY	Updated	Not Approved	\$202.00
		W / 901.0 / 9F18 / 460 / 2662 / //		\$202.00

Date	Merchant	Updated?	Approved?	Amount
12/14/1998	FRANKLIN COVEY COMPANY	Updated	Not Approved	\$202.00
		W / 901.0 / 9F18 / 460 / 2662 / //		\$202.00

[Back To Invoice Report Options](#)  
[Back to Main Menu](#)

Done Recording Internet

Figure 4.30

Because the screen output is large, only the top and bottom of the page is shown with a discontinuity (the white area) between the two parts. You should follow the instructions given at the top of the page if you would like to subsequently load the information into Word or Excel. To print the information, just select the “File” pull down menu item from your browser (e.g., Internet Explorer) and then select “Print”.

#### 4.2.2 Acting as a cardholder.

In addition to approving the invoices of your cardholders, you can also act as if you were any one of your cardholders. When you do that, all of the functions available to a cardholder will be available to you. For a complete description of these functions and their use, please refer to the Section 4.0 of the *NACCS Cardholder Manual*.

One reason that you may choose to act as a cardholder is to split an invoice record. Although you can change the assigned accounting string for an invoice record during the approval process, you cannot split an invoice while approving. Only by acting as the cardholder can an invoice be split.



**Figure 4.31**

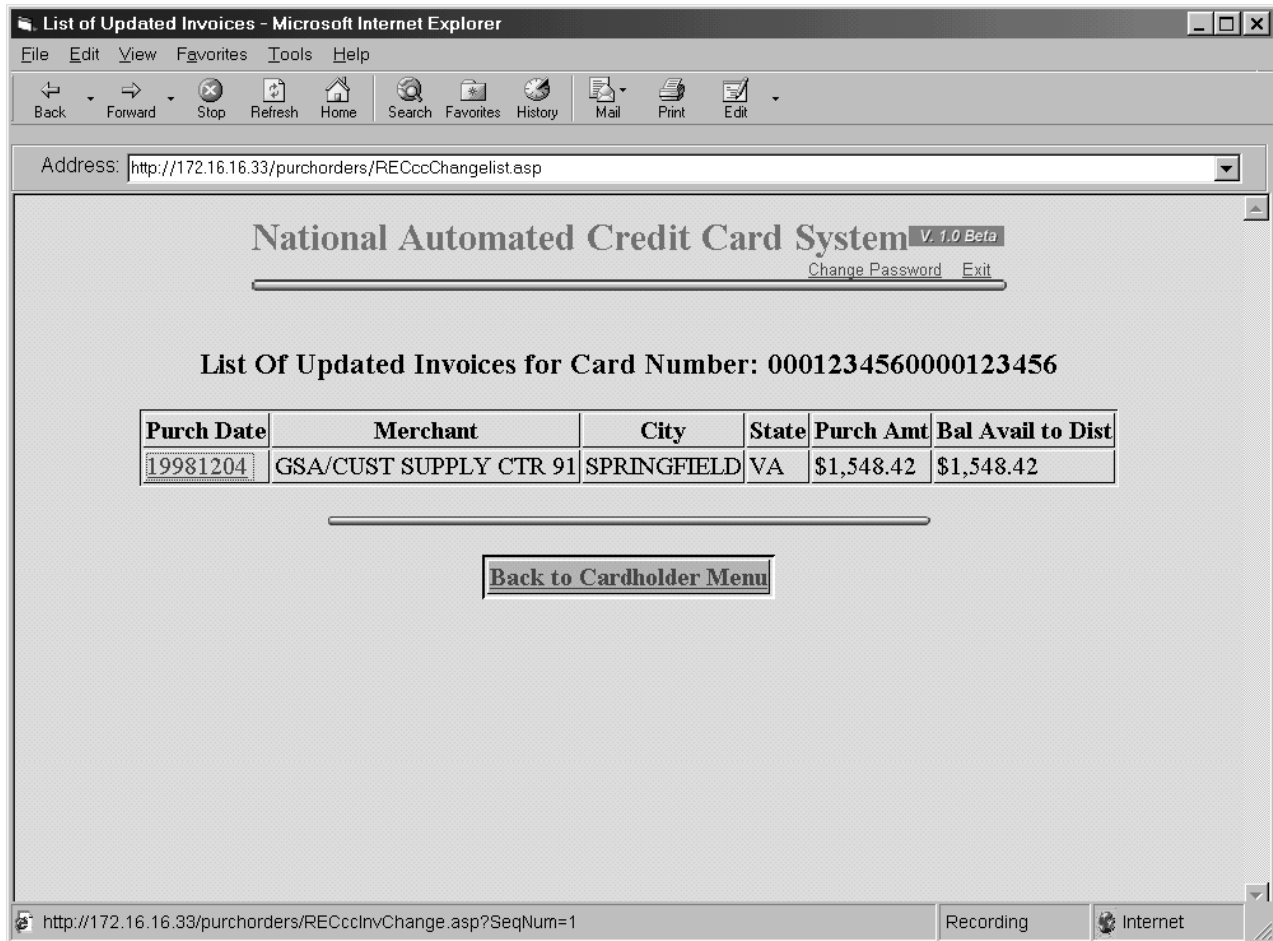
To act as a cardholder, click on the “Cardholder” text in the “Act As” column for the particular cardholder. Clicking on “Cardholder” for the first record (for Maxine Brown) gives the following screen:



**Figure 4.32**

To do an initial demonstration of how to act as a cardholder, we will be splitting one of the invoices associated with this cardholder. Since the invoice has already been updated (zero invoices are waiting for update), we must select “Invoice Change” to modify the invoice record. Clicking on “Invoice Change” produces the following screen:



**Figure 4.33**

All of the invoices that have been updated but not yet approved will be listed. In this case, there is only one such invoice. (If you find that the invoice you need to change is not listed, it probably means that you have already approved the invoice and need to reverse its approval. You would need to reverse the approval of the invoice in question before proceeding. See Section 4.2.1.3.)

Clicking on the purchase date for the lone invoice gives the following screen:

List of Updated Invoices - Microsoft Internet Explorer

Address: <http://172.16.16.33/purchorders/RECclnvChange.asp?SeqNum=1>

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### Invoice Processing for CardHolder: 0001234560000123456

#### Merchant Data

**Purchase Date:** 19981204      **Amount:** \$1,548.42  
**Merchant:** GSA/CUST SUPPLY CTR 91 **Location:** SPRINGFIELD, VA

#### Frequently Used Accounting Strings

W/ 982A.0 / G531 / 2A02E0 / 2596 / 26700101 / / /  
W/ 882A.0 / G531 / 1A02BA / 2596 / 26670101 / / /  
W/ 901.0 / 9B12 / 455 / 2600 / / / /

#### Invoice Split Information

**Invoice Amount:** \$1,548.42 **Balance Available to Distribute:** \$1,548.42  
**Amount to Distribute:** 400

Rgn	App	Lim	CC	PE	ObjCls	SMcS	Proj Num
W	901	0	F415	460	3100		

**AFC:**       **Tag:**       **StatData2:**       **Prop ID:**

**Description:**

**Comments:**

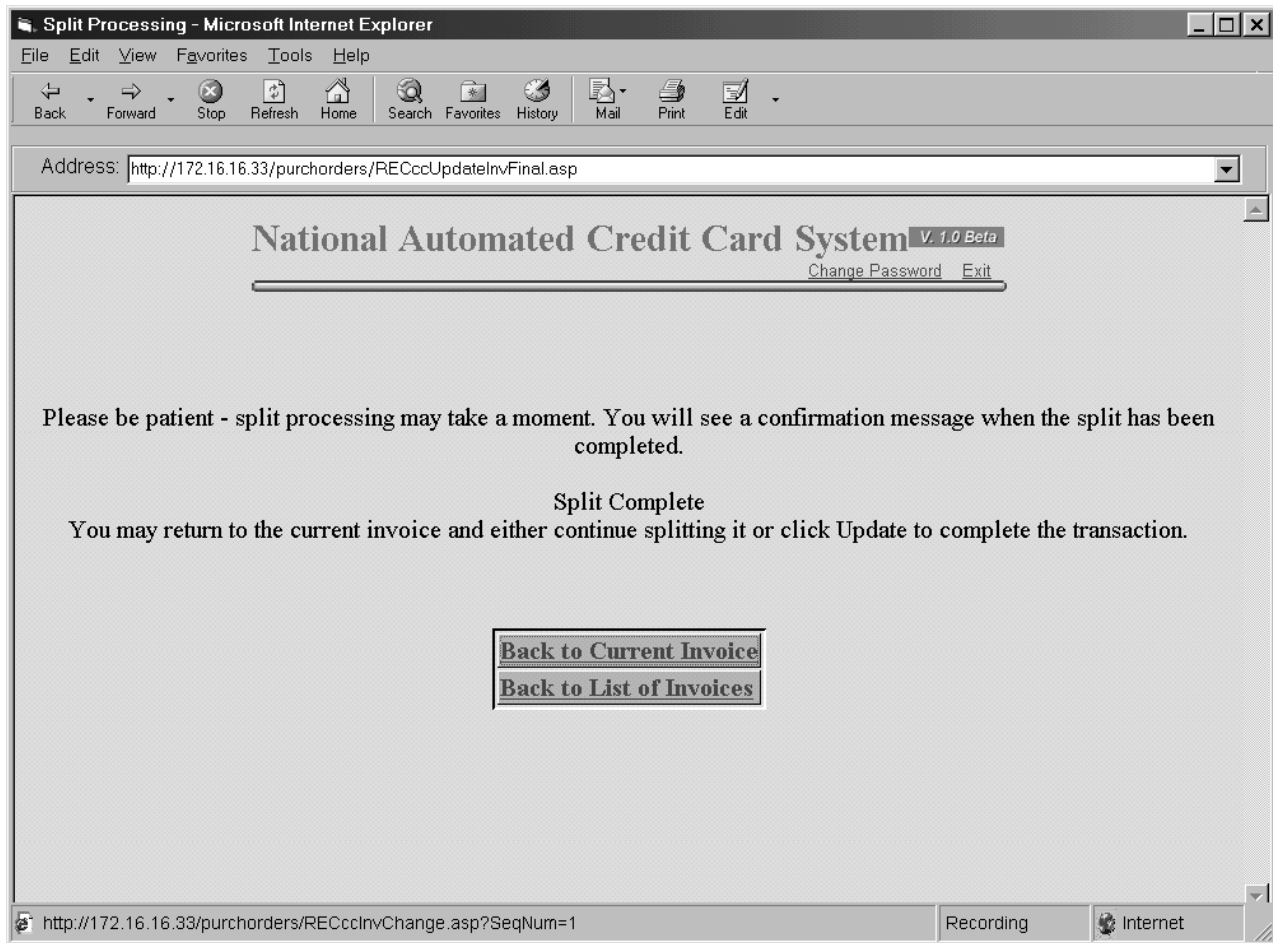
[View Edit Tables](#)

[Back to List of Invoices](#)

Recording    Internet

Figure 4.34

You can see that we have entered \$400.00 to split off from this invoice and have changed the Object Class (ObjCls) from 2662 to 3100. This will cause \$400.00 of this invoice to be charged to the modified accounting string. To actually split off this amount of money, click on the “Split” button. This will cause the modified accounting string to be validated and, if found valid, will generate a split-out record for this invoice. If all is successful, you will see the following confirmation screen:

**Figure 4.35**

Clicking on “Back to Current Invoice” will take us back to the invoice on which we were working to confirm that the split has been actually made and to complete the process.

Split Processing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address: <http://172.16.16.33/purchorders/RECcdnvChange.asp?SeqNum=1>

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### Invoice Processing for CardHolder: 0001234560000123456

#### Merchant Data

**Purchase Date:** 19981204 **Amount:** \$1,548.42  
**Merchant:** GSA/CUST SUPPLY CTR 91 **Location:** SPRINGFIELD ,VA

#### Frequently Used Accounting Strings

W/ 982A.0 / G531 / 2A02E0 / 2596 / 26700101 ///  
W/ 882A.0 / G531 / 1A02BA / 2596 / 26670101 ///  
W/ 901.0 / 9B12 / 455 / 2600 ///

#### Invoice Split Information

**Invoice Amount:** \$1,548.42 **Balance Available to Distribute:** \$1,148.42  
**Amount to Distribute:**

#### Invoice Distribution

Invoice Amount: \$1,548.42

Account Code	Balance Amount
W / 901.0 / F415 / 460 / 2662 /// Displayed	\$1,148.42
W / 901.0 / F415 / 460 / 3100 /// <a href="#">Detail</a>	\$400.00
<b>Total Balance</b>	<b>\$1,548.42</b>

Rgn	App	Lim	CC	PE	ObjCls	SMcS	Proj Num
W	901	0	F415	460	2662		
<b>AFC:</b>		<input type="text"/>	<b>Tag:</b>		<input type="text"/>	<b>StatData2:</b>	
<b>Description:</b>		<input type="text"/>					
<b>Comments:</b>		<input type="text"/>					

[View Edit Tables](#)

---

[Back to List of Invoices](#)

javascript:LookupWin('EditTables.asp'); Recording

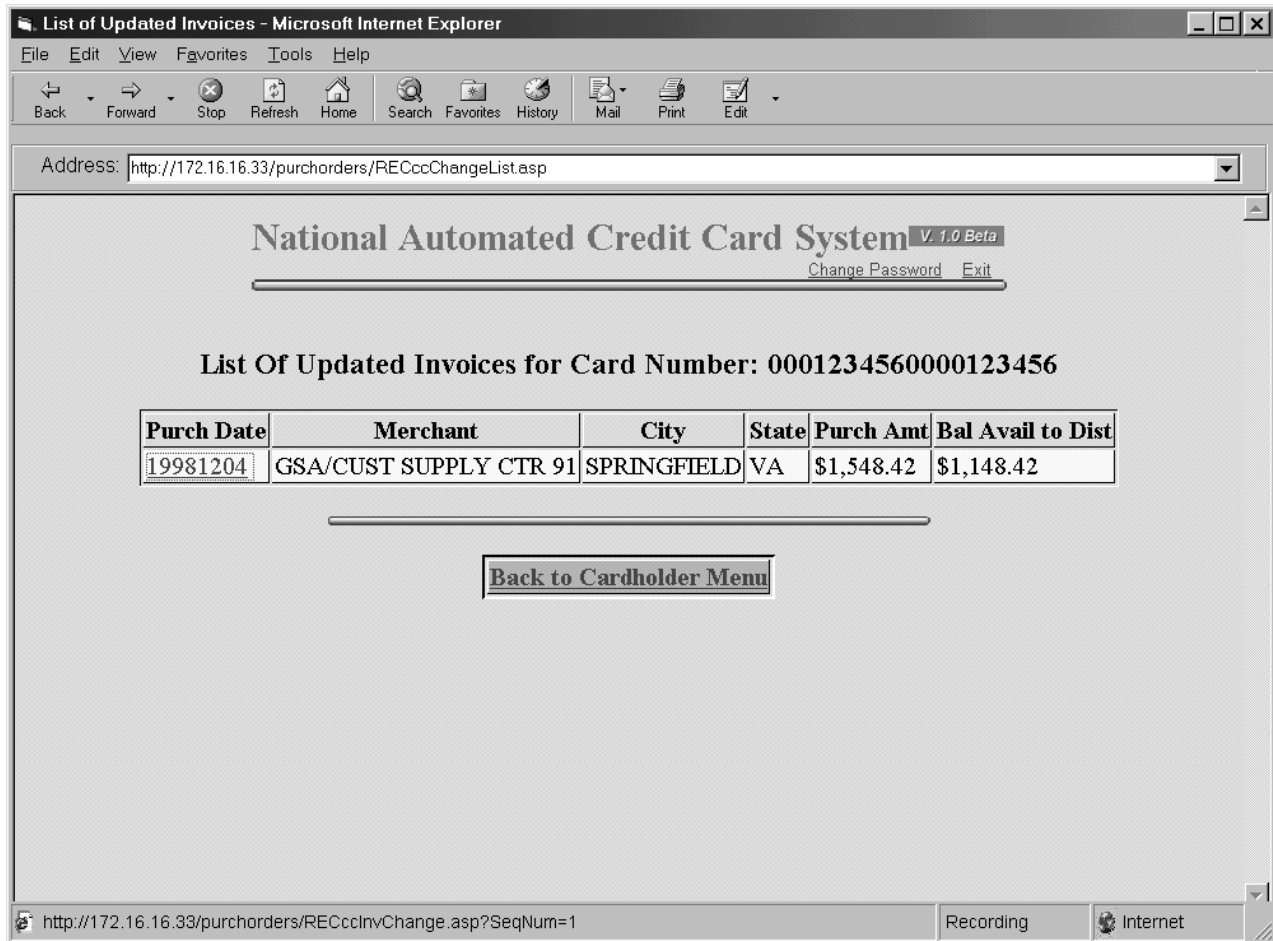
Figure 4.36

To complete the action on this invoice, we click on “Update” and get the following confirmation screen:



**Figure 4.37**

Returning back to the list of invoices shows that the record is now highlighted as being a split invoice.

**Figure 4.38**

You can now go back to the Cardholder Menu to continue to perform functions for this cardholder. Again for the full descriptions of cardholder functions, please refer to Section 4.0 of the *NACCS Cardholder Manual*.

### 4.2.3 Delegating Approval Authority.

Should you want or need to, you may delegate to another approver your authority to approve invoices. When you do this, the other approver may perform all of the functions you normally would be able to with respect to the cardholders assigned to you. You may wish to delegate such authority to establish a backup person for yourself or when you might be away for an extended period of time.

#### 4.2.3.1 Adding Delegated Approvers.

The way to delegate such authority is to begin by selecting “Delegate Approval Authority” from the Approver Main Menu.



**Figure 4.39**

When you do, the following screen will result:

**Figure 4.40**

Initially, there will be no delegations established for you. Consequently, the form will show that you have no current delegations the first time that you establish delegations. Notice that the field for available approvers has a “pick list” that can be accessed by clicking on the down arrow in the right of the field. When you click on the down arrow, a listing of all approvers available to you will be generated for that field.



The screenshot shows a web form titled "Delegate Approval Authority". It contains two main sections. The first section, "Current Delegations", is a box with the text "None". The second section, "Available Approvers", contains a list box with five names: "NACCS APPROVER", "MATT TEST APPROVER", "NACCS APPROVER", "NACCS APPROVER #2", and "TEST APPROVER". The third "NACCS APPROVER" entry is highlighted. Below the list box is a button labeled "Go back to list of card holders".

**Delegate Approval Authority**

**Current Delegations**

None

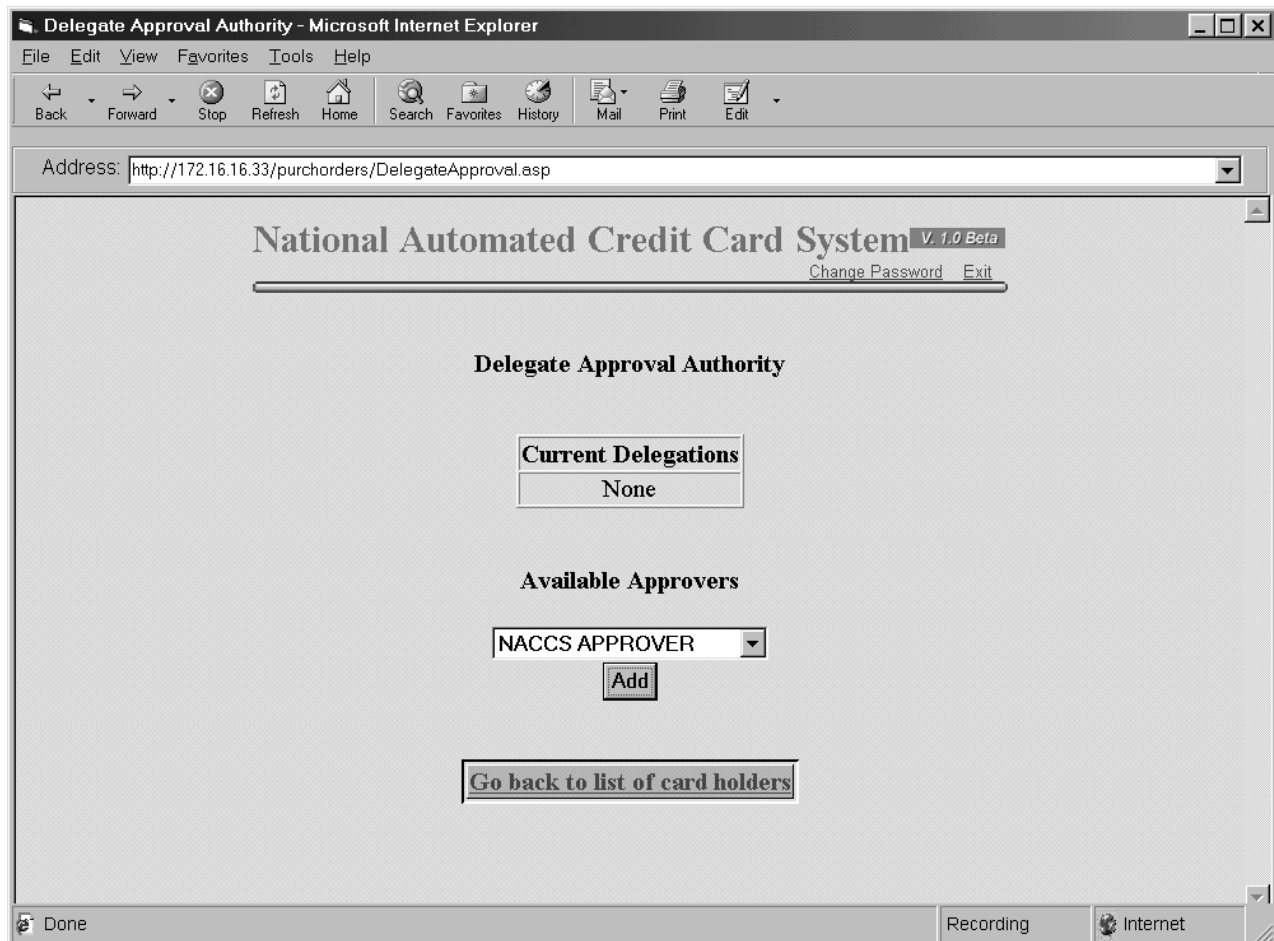
**Available Approvers**

NACCS APPROVER  
MATT TEST APPROVER  
NACCS APPROVER  
NACCS APPROVER #2  
TEST APPROVER

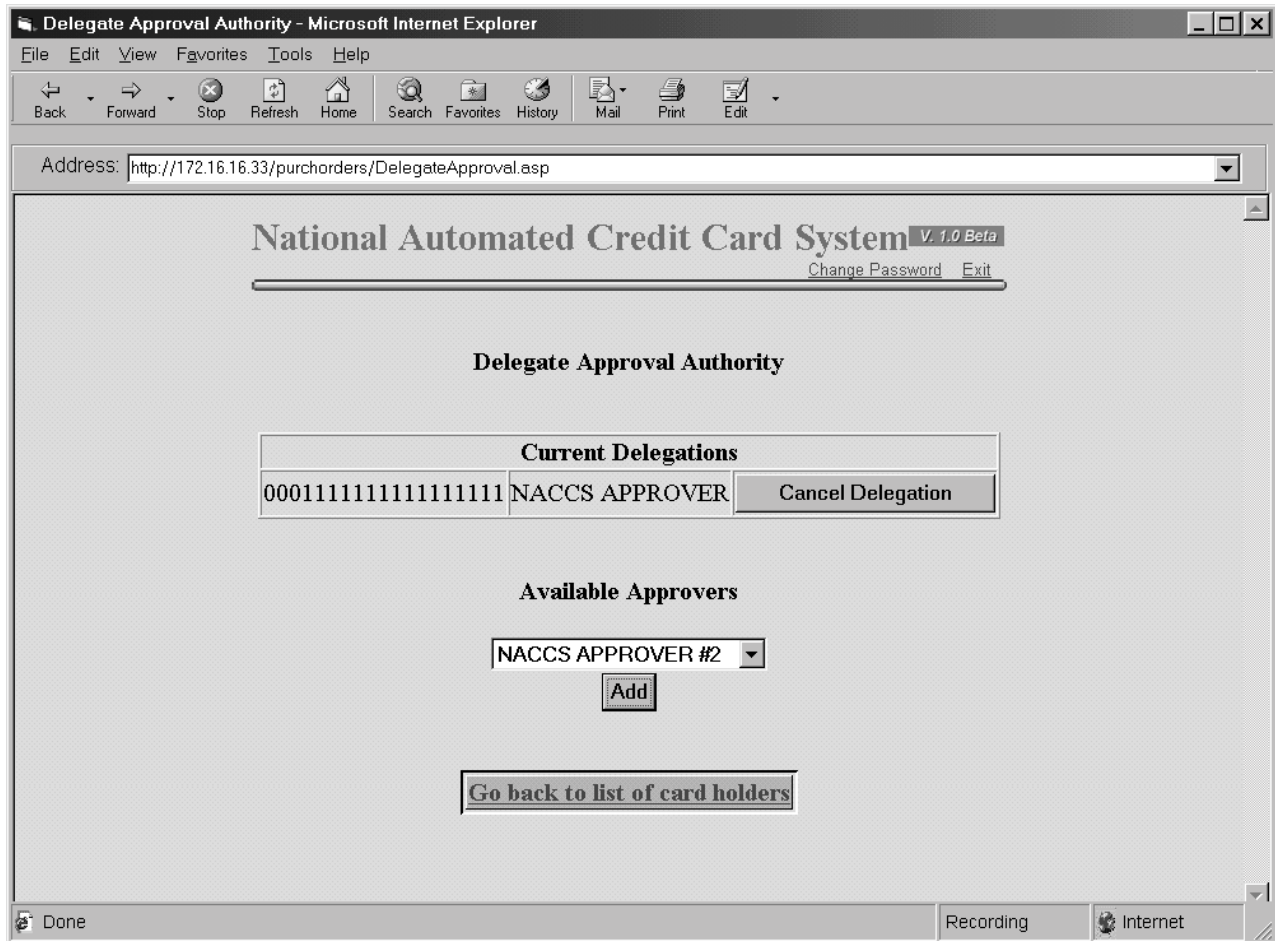
Go back to list of card holders

**Figure 4.41**

To select one of the approvers from the “pick list”, simply click on the name of that person, and it will be automatically entered into the field. For example, we’ve selected “NACCS APPROVER”. When we click on that name, it is entered automatically into the approver data field.

**Figure 4.42**

To delegate authority to the indicated approver, simply click on the “Add” button. The following screen results:

**Figure 4.43**

Notice that the approver we added now appears under "Current Delegations". You can repeat the addition process as many times as needed to establish delegated approvers.

#### 4.2.3.2 Canceling a Delegation.

Figure 4.44 shows your delegations after authority has been given one more approvers.



**Figure 4.44**

To cancel the delegation given to the “NACCS APPROVER”, simply click on the “Cancel Delegation” button for that record. The delegated approver will be removed, and the screen will be updated accordingly, as can be seen in Figure 4.45.

**Figure 4.45**

Whoever you delegate authority to is able to perform all of the functions that you can with respect to your cardholders. Therefore, it is wise to notify the delegated approvers concerning your delegation of authority to them. Let them know why you are delegating authority to them, for how long, and to what extent you'd like them to operate. (For example, you'd like them to review and approve the invoices of only certain cardholders. Alternately, you might be out of town for an extended period of time and would like them to approve invoices on your behalf while you are away.) When the time limit or need for these delegations is over, you should remove such approvers by canceling their delegation.

#### 4.2.4 Performing Approval Functions for Another Approver.

If there is a need for you to perform approvals for another approving official, you begin the process by clicking on the “Approve For” button found on the Approvers Main Menu.

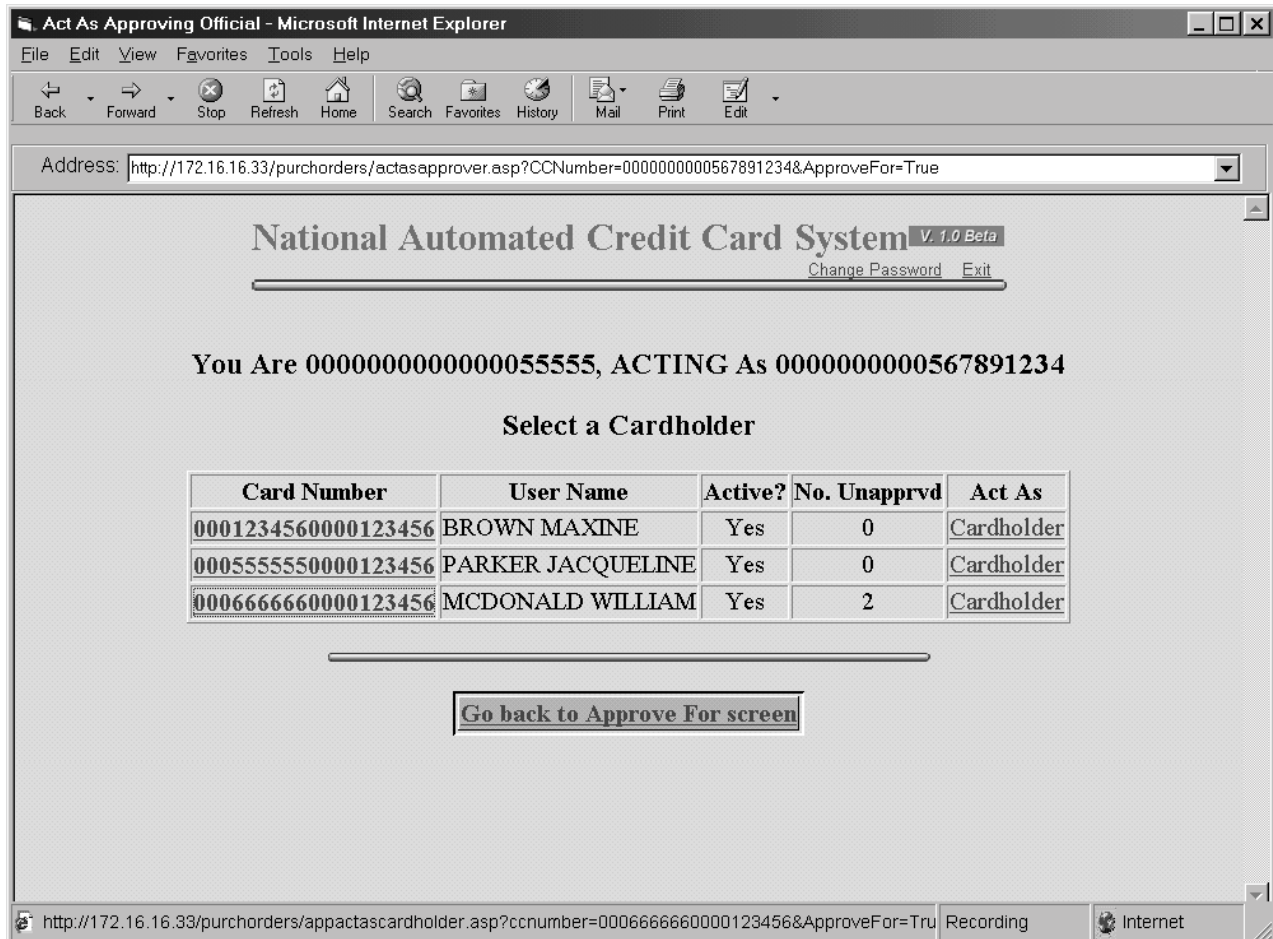


**Figure 4.46**

Doing so brings up the following screen:

**Figure 4.47**

In this case, you have been delegated authority for only one approver. To approve for this individual, click on the person's ID number (in this instance 0000000000567891234). The following screen will result.



**Figure 4.48**

Notice that the form shows for whom you are acting and lists the cardholders for that individual. You are now able to carry out all of the approval, maintenance, and performance (acting as) functions for these cardholders, just as if they had been assigned to you. All of the procedures that have been previously described will apply. The only difference is that the statement, “You are XXXX, ACTING As YYYY”, will appear at the top of the Approval Functions Menu while you are approving for the particular official (where XXXX is your ID number and YYYY is the ID number of the approver that delegated you his authority). For example, if you click on the last cardholder’s ID, you would get the following screen:



**Figure 4.49**

From this point on all of the approving functions apply that previously have been described. (See Sections 4.2.1 and 4.2.2.)

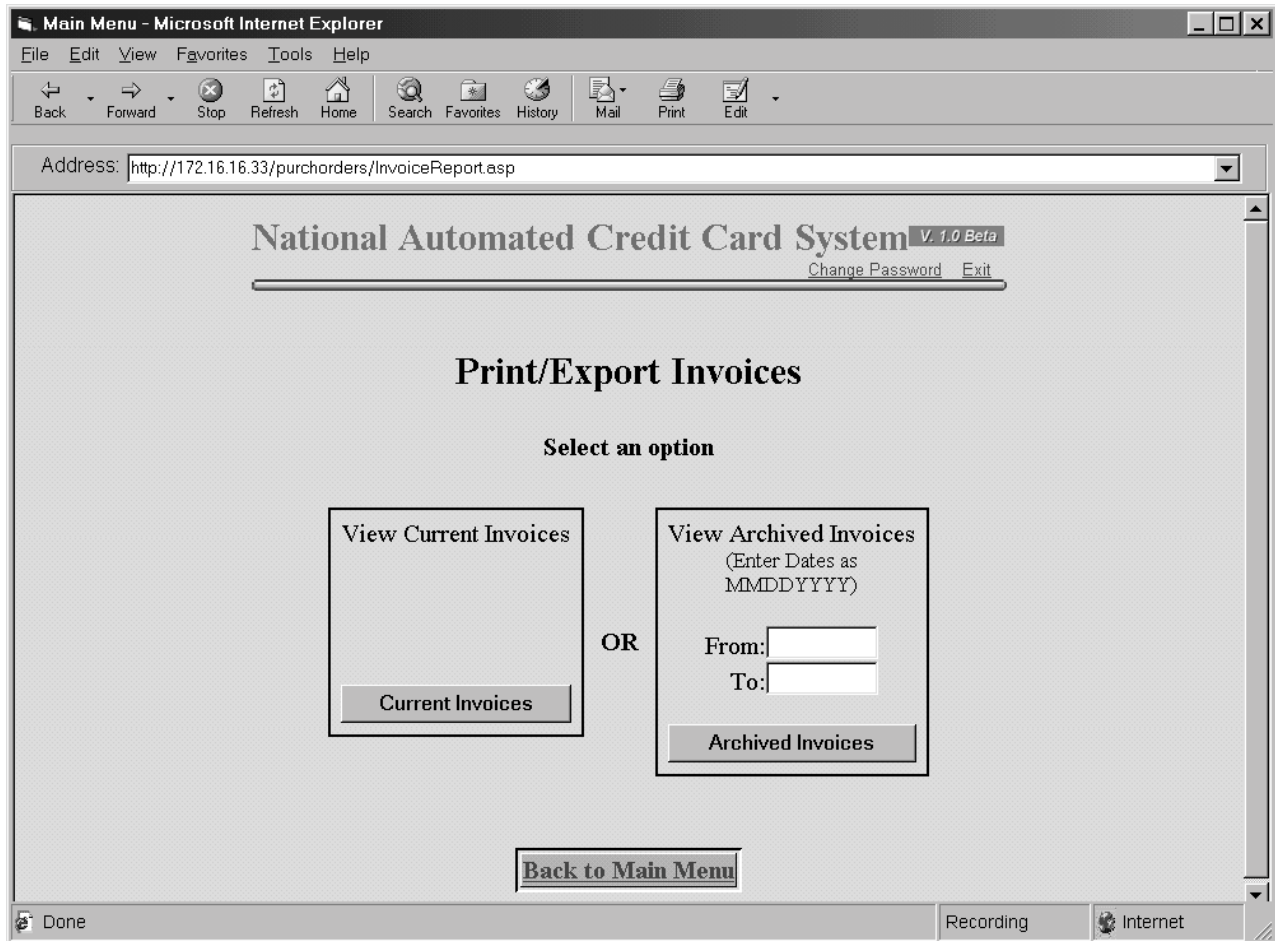
#### 4.2.5 Printing/Exporting Invoices for Your CardHolders.

“Printing/Exporting Invoices” is used to generate an HTML output that can be subsequently printed or saved in order to export the information to another application, such as Excel. From the Approver Main Menu, this function is essentially the same as that available from the Approval Functions Menu (as can be seen in Figure 4.49) except that now from the Approver’s level you will be able to print or export data for all of your cardholders.

To access the Print/Export Invoices capability, click on that menu item as found on the Main Approver Menu.

**Figure 4.50**

Clicking on the “Print/Export Invoices” button brings up an Options Menu that lets you view “Current Invoices” or “Archived Invoices” from a specified date range.

**Figure 4.51**

To view the current invoices for your cardholders, click on the “Current Invoices” button. The following output will result.

Print/Export Invoices - Microsoft Internet Explorer

Address: <http://172.16.16.33/purchorders/InvoiceReport.asp>

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## Print/Export Invoices

Please be patient - it may take a moment to gather this data.  
 Once this page has finished loading, choose "Save As" from the File menu to save this document. Make sure you save the document with a .htm or .html file extension. To view or edit the document later, open it with Excel or Word.

**Card Number:** 0001234560000123456 **Name:** BROWN MAXINE

**Current Invoices**

Date	Merchant	Updated?	Approved?	Amount
12/09/1998	GSA/CUST SUPPLY CTR 91	Updated	Not Approved	\$1,548.42
				W / 901.0 / F415 / 460 / 2662 /// \$1,148.42
				W / 901.0 / F415 / 460 / 3100 /// \$400.00

**Card Number:** 0005555550000123456 **Name:** PARKER JACQUELINE

**Current Invoices**

Date	Merchant	Updated?	Approved?	Amount
12/07/1998	GSA/CUST SUPPLY CTR 97	Updated	Not Approved	\$68.16
				W / 901.0 / Z331 / TF1 / 2696 /// \$68.16

**Card Number:** 0006666660000123456 **Name:** MCDONALD WILLIAM

**Current Invoices**

Date	Merchant	Updated?	Approved?	Amount
12/09/1998	WASHINGTON MUSIC CTR	Updated	Not Approved	\$2,429.00
				W / 901.0 / 8E70 / 513 / 233A /// \$2,429.00

[Back To Invoice Report Options](#)

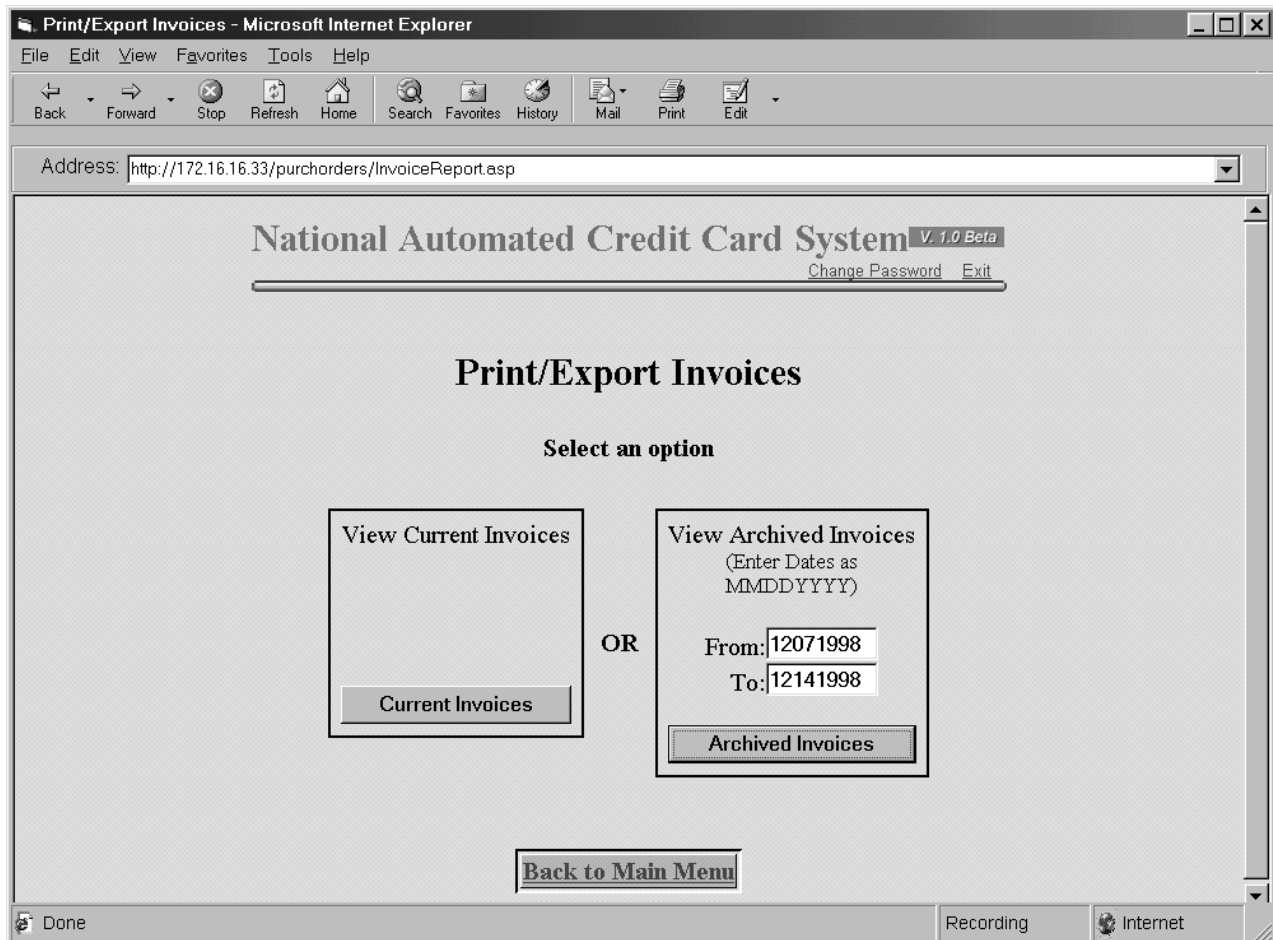
[Back to Main Menu](#)

Figure 4.52

The resulting report can be quite large. Therefore, Figure 4.52 only shows portions of the report, with the discontinuities being shown as white bands across the page. You can see, however, that records for each cardholder are listed (though only the first invoice for each is shown here).

You should follow the instructions given at the top of the page if you would like to subsequently load the information into Word or Excel. To print the information, just select the “File” pull down menu item from your browser (e.g., Internet Explorer) and then select “Print”.

Clicking on “Back To Invoice Report Options” takes you back to the previous screen where you can alternately specify a range of dates for viewing archived invoices.



**Figure 4.53**

To view archived invoices, you would supply a date range and then click on “Archived Invoices”. This option would generate a report in the identical format as for viewing current invoices, except that the invoices would be selected according to the range of dates that you specify from the invoices in the historical file. Since the output’s format is identical to what you have already seen, it is not reproduced here.

This completes the descriptions and procedures for approver functions.